



CA GAURAV ANAND

Open to Work

Rajhans Residency, Greater Noida, Sector-1, Gautam Budha Nagar, Uttar Pradesh, 201306, India

☎ +91-9069992704 | ✉ anand.gaurav381@gmail.com



ABOUT ME

PROFILE SUMMARY ► I am an Experienced, confident, hardworking, energetic, and enthusiastic Chartered Accountant with a strong focus on providing high-quality service to clients with utmost accuracy. I possess knowledge of various industries, with experience in both manufacturing and service sectors.

WORK EXPERIENCE



DESIGNATION : Partner

ORGANIZATION : Rajiv S Agarwal & Co.,

Location:- I.P Extension, East Delhi-110092

DURATION: June, 2019 - Present

Work Profile as Under :-

- Understanding of Indian AS, Accounting & Auditing Standards, financial analysis, and CARO 2020.
- Strong analytical and logical skills, with expertise in accounts reconciliation and finalization of Balance sheets and profit and loss statements in compliance with the Companies Act.
- Experience in independently handling Internal Audit of Companies and Govt. Entities.
- Extensive work experience in auditing financial statements, particularly statutory audits.
- Proficient in handling income tax search, seizure, and faceless assessment procedures.
- Represented independently income tax assessments, appeals and search and seizures for multiple companies.
- Handling GST audit and consultancy, data checking for GST returns .
- Working on TDS returns for both salary and non-salary categories.
- Self-disciplined with a strong willpower.
- Highly regarded by peers and clients.
- Sound knowledge of analyzing and evaluating financial information
- Profound knowledge of cash flow procedures and structures.
- Strong ability to establish and maintain solid client relations.
- Proficient at observing, analyzing, and interpreting financial trends
- Independently handling concurrent and statutory audits of bank branches.
- Independently Preparation of financial projections for various real estate projects, Manufacturing entities and Non -Banking Finance Company.
- Proficiency in accounting packages such as Tally ERP 9 and Tally 7.2.
- Conducting due diligence of various real estate projects and other Projects.
- Concurrent audit of real estate and Hydro/New Renewable Energy Project loans.
- Excellent internal and external communications and organizational skills
- Ability to work well under pressure and meet strict deadlines

- Adept at working well independently and in Team settings
- Maintained a database of all borrowers in accordance with NBFC standards.
- Established and maintained portfolios of all current lenders.
- Ensured that all credit and loan standards were applied.
- Having knowledge and clarity on Various RBI guidelines related to NBFC/Credits/Investment etc.
- Periodically reviewed lender portfolios to identify possible risks.
- Worked with colleagues on more involved loan and credit transactions.
- Auditing Asian Development Bank financed projects of EESL and IREDA.
- Implementation of LMS and LOS in NBFC, Formation of Loan Policies and Implementation in the Process Flow.

DESIGNATION : Consultant Finance

ORGANIZATION : National Institute of Solar Energy

Gwalpahari, Gurgaon

DURATION: February, 2018 - May, 2019

Work Profile as Under:-

- Managed, streamlined, and automated finance and accounts-related work in the finance and accounts division.
- Ensured proper documentation and timely maintenance of accounts and finance-related procedural, statutory, and non-statutory requirements.
- Authenticated cash books, maintained ledgers, and addressed other related issues concerning accounts and Finance.
- Handled all issues related to accounting and finance, including salary disbursement and finalization of financial claims for regular, contractual, and outsourced employees.
- Addressed taxation matters, including income tax and TDS (Tax Deducted at Source) time posting and GST (Goods and Services Tax) filing.
- Managed internal audits, statutory audits, and government audits conducted in the organization.
- Prepared budgets, implemented budgetary control measures, and operated the PFMS (Public Financial Management System) system.
- Supervised and ensured timely execution of accounts and finance-related work in the finance and accounts division.
- Participated in various purchase committee meetings during the procurement of fixed assets, consumables, and services, while ensuring compliance with the General Financial Rules, 2017 in tender procedures.

ORGANIZATION : VBR and Associates

DESIGNATION : Audit Manager

Location: Laxmi Nagar, East Delhi

DURATION: October, 2017 - January, 2018

Work Profile as Under:-

Audit:

- Ensured timely completion of audit assignments and assisted statutory auditors in completing Tax and Statutory Audits.
- Prepared audit schedules and programs for audit teams and ensured proper execution.
- Studied the Internal Control System (for Debtors, Creditors, Stock, etc.) through audit processes, discussed findings with management, and recommended corrective measures.
- Ensured that the Financial Statements were in compliance with Schedule III and CARO 2016.
- Ensured statutory compliances under different Acts, such as the Income Tax Act and Companies Act.
- Ensured that the Financial Statements complied with disclosure requirements.
- Ensured all transactions were made in accordance with applicable GFR (General Financial Rules).

Direct Taxation Matters :

- Handled matters related to Direct Tax, including preparing tax plans and filing tax returns.
- Computed Income Tax, MAT (Minimum Alternate Tax), Advance tax, etc., and filled Income Tax and TDS returns.
- Worked on both salary and non-salary TDS returns on a quarterly basis.
- Checked monthly worker's salary computation, incorporating deductions for tax calculation and TDS filing, and verified reimbursement vouchers.
- Prepared and presented documents demanded by the Income Tax Department under section 143(3).

- Prepared and filed Tax Audit Reports (Form 3CD).
- Prepared Tax Audit Report as per section 12A of the Income Tax Act, 1961.

Indirect Taxation :-

- Handled various VAT assessment cases and service tax assessment cases.
- Prepared invoices, debit notes, credit notes, receipts vouchers, payment vouchers, refund vouchers, etc.
- Prepared data and filed GSTR-3B, GSTR-1, and GST Tran-1 for various companies (more than 50 companies).
- Registered under GST.
- Checked day-to-day working and ensured compliance with GST requirements.



EDUCATION

Professional Degree

CA (Chartered Accountant)

COLLEGE | INSTITUTE: ICAI

UNIVERSITY: ICAI

QUALIFICATION YEAR: JULY, 2017

Bachelor degree

Bachelor of Commerce

COLLEGE | INSTITUTE: Delhi University

UNIVERSITY: Delhi University

QUALIFICATION YEAR: 2014



LANGUAGES

English Professional working proficiency

Hindi Professional working proficiency



INTEREST AND HOBBIES

Travelling

TECHNICAL KNOW HOW ►

- Working knowledge of MS-Office (word, excel, power-point).
- Knowledge of Computax , Webtel, Tally ERP 9, LMS, LOS.

SPORTS AND CURRICULAR ACTIVITIES ►

- NCC "A" Certificate Holder.
- Participate in Inter Group Governor Banner Competition.
- Honored by Former C.M of Bihar in 2009. (State level Test organized in the Field of Commerce).
- Participate and made contribution to few group of professionals working for the welfare of poor Children.

Gender Male

Date of Birth 1992-12-30

Blood Group A+

Relationship Married