

**C.A. VIPIN PAREVA**  
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## **SYNOPSIS**

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- Currently associated with State Trading Corporation of India Ltd., as Deputy Manager (Finance)
- Work Experience – More than 8 years of hands on experience in Finance & Accounts with core speciality in Trading Industry.
- Education – Chartered Accountant, B.Com from Delhi University
- Location Preference – Delhi/NCR

## **WORK EXPERIENCE**

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**Currently working at State Trading Corporation of India Ltd (STC) as Deputy Manager Finance/ Head of Finance: October 2012 to Present.**

Responsible for all Indirect and Direct Taxation matters and also financial matters of the branch/Corporate Office, maintaining accounts, liaison between associates and company for business development, scrutinising of trade proposal and agreements, handling various government matters such as Government audits and more.

### **Present Profile in Goods and Services Tax and Direct Taxations.**

**Handling Indirect Taxation work of 6 offices –Delhi, Jalandhar, Agra, Jaipur, Bhopal and Goa.**

- Responsible for smoothly implementation of GST provisions in whole STC.
- Preparation of the details /documents for regular yearly assessments as desired by the authorities from time to time for submission and also attending of the regular hearings in respect of Assessments, SCNs, queries issued by the department.
- Filing of appeal at different forum and appointing adequate consultant for representing STC at different forum.
- Monthly Preparation and compilation of GST data of various divisions at C.O. and branches from the Tally accounting system for filing of regular GST returns.
- Finalization of Input Tax Credit and working out the net tax liability subsequently. Reconciliation of the Tax liabilities, RCM liability and its payment, Input Tax credit for issuance of Internal TMs between the Divisions.

- Workings of the ineligible credits, common credits. Regular Updation of the provisions/notifications/circulars/press release being issued by GST department and providing various advices desired by the divisions at corporate office and branches in relation to GST/Indirect Tax.
- Preparation of replies in respect of various notices of SCN's and letters received from Revenue Departments and submission of same to the department etc.
- Identification of the mismatch entries as per the auto populated 2A from GSTN portal and resolving the same in consultation with the concerned divisions.
- Coordinating with the branches in respect to various MIS such as quarterly reports, ATR's, queries regarding Internal Audit, GAP, Management Audit Committee through mails and preparation of the replies for the approval of the competent authorities.
- Putting up the proposal for appointment and renewal of consultants, advocates and their payments to competent authority for approval.
- Co-ordinating and getting the audit done smoothly with internal auditors, Statutory Auditors and GAP and resolving their queries.
- MIS in respect of Indirect Tax Division.
- Timely filing of the Goods and Services Tax returns such as GSTR-1, 3B ,7, 9 and 9C of Agra , Jalandhar , Delhi , Jaipur Bhopal and Goa offices.
- Advising all divisions in relation to applicability of GST provisions for various transaction such as Exports, Domestic & imports. Filing and obtaining LUT for Exports transactions without payment of IGST for corporate office and branches.
- Filing various refunds applications such as GST-RFD 01 at GSTN portal for claiming of refund of unutilized tax credit etc. Regular follow up with Customs for earlier refund of IGST paid on export (Exports with payment of GST) and obtaining the refunds claims of as earliest of Service Tax, GST in above both the cases.
- Calculation of Duty draw back amount for submitting to custom with supporting documents in case of export of goods.
- Carrying out Timely GST audit in respect of above offices and other branches and ensuring successfully submission of GSTR-9 and GSTR-9C forms.
- Handling Entire exercise including filing of various Export incentives application such as SEIS and MEIS to obtain duty scrip benefits form DGFT.

- Preparing various registers such as Sales, Input Tax Credit for the purpose of GST audit.
- Making best efforts to resolve the pending Sales Tax, Service Tax etc issues pending at any level in the best interest of Employer.
- Generation of E-Invoices towards supplies.

### **DIRECT TAX**

- Responsible for smoothly implementation of Income Tax provisions in whole STC.
- Handling and leading Tax Audit of Company, Preparation and Filing of Income Tax Returns, MAT calculation, 26AS reconciliation and coordinating with accounting staff for the preparation of the same.
- Computing advance tax and self-assessment tax liability of company and timely depositing the same.
- Preparation of the details /documents for regular yearly Income Tax assessments u/s143(3) as desired by the authorities from time to time for submission and also attending of the regular hearings/replies in respect of Assessments, notices and queries raised by the department.
- Filing of appeal before CIT (A) and ITAT in prescribed forms, preparation replies and paper booklet for onwards submission to appellate authorities for the case.
- Monthly Preparation and compilation of TDS/TCS data of various divisions at C.O. and branches from the Tally accounting system for timely depositing of TDS/TCS and also filing of their quarterly returns.
- Regular updation of provisions/notifications/circulars/press release being issued by CBDT in respect of Income Tax and providing various advices desired by the divisions at corporate office and branches in relation to Income Tax matters.
- Preparation and submission of replies in respect of various notices and letters received from Income Tax Departments through online etc.
- MIS in respect of Direct Tax Division.

### **Accounting & Invoicing**

- Preparation of Quarterly/Half-yearly and annual accounts as per Companies Act 2013.
- Co-ordinate with internal auditor, statutory auditor, Government Auditor (CAG), Tax Auditor & Vigilance Auditor at branch/Corporate Office.
- Compilation of data and preparation/submission of reports.
- Issuance of tax invoices, debit/credit notes to the third party.
- Reconciliation of parties' accounts on monthly/quarterly basis.

### **MIS Reporting & Analysis**

- Preparation of reports on monthly and quarterly basis in relation to current cases of Sales Tax/VAT , Service Tax , GST and Income Tax against STC for appraising the same to management.
- Prepare reports and maintained register of all Sales and Purchase for all commodities on monthly basis.

### **Trade Finance (Experience)**

- Analysing new trade proposal from finance's angle like import of bullion, cinnamon, bitumen, import of copra etc
- Do risk analysis of the associate before considering the new proposal.

### **Maintaining Payroll division (Experience)**

- Preparation and disbursement of the salaries to the employees at branch.
- Maintain leave records of the employees.
- Remittance of Provident fund and pension fund on time.
- Issuance of Form 16 to the employees.

### **Performing as a Liaison officer**

- Coordinating with the revenue departments for pending and current assessments and appeals for early disposal of case.

### **TECHNOLOGY/TOOLS PROFICIENCY**

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- Accounting – working knowledge of Tally ERP
- Hand on experience on word, excel, power Point

### **PROGRAMS ATTENDED**

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- Management Development Program based on International Business Trade and Finance at Indian Institute of Foreign Trade in Oct' 2012. 3 days (from 25-27 April 2018) program organised by ICWAI management accounting research foundation on GST implementation –Issues & Challenges.
- Also attending various training programme/ seminars/ webinars on GST and Income Tax from time to time.

**ACADEMIC QUALIFICATIONS**

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- Chartered Accountant from Institute of Cost Accountants of India (2007- 2012).
- B.Com (Pass) from Ramjas College (Delhi University) in 2009.
- 12<sup>th</sup> from Kendriya Vidyalaya School, New Delhi.
- 10<sup>th</sup> from Kendriya Vidyalaya School, New Delhi.

**PERSONAL DETAILS**

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Date of Birth: 19<sup>th</sup> October 1987  
Languages Known: Hindi and English  
Marital Status: Married  
Address: F-271 Shakurpur colony New New Delhi-110034