

SANJAY KUMAR MAHTO

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Career Objective:

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization. Achievements include saving Company "Shree Durga Transport" Rs.20 Crore by fixing a tax reporting error demanded in a GST Notice and Rs.85 Lakh yearly by correction in accounting error.

Profile Snapshot:

- Qualified **MBA(Finance)** with 9 years of experience in Accounts & Finance operations.
- Worked ten months (work from home) during lock down and successfully did my responsibilities with Sushila Parmar International Pvt. Ltd., Pune.
- Well- Versed in operating Tally ERP 9, MS Excel, MS Word.
- Excellent Knowledge of Statutory compliance ROC, GST, TDS & PT.
- Good Knowledge of Accounting & Internal Auditing process.

Academic Credentials:

- **PGP(Finance)** from AIMS Institute Of Management Studies, Pune with **1st Class** in 2012.
- **MBA(Finance)** from Punjab Technical University with **1st Class** in 2012.
- **B.Com** from Vinoba Bhave University, Jharkhand with **1st Class** in 2009.

Professional Experience :

Shree Durga Transport

Accounts Manager

Jan-2021 to May-2022

Manpower & Logistics Contractor for Dalmia Cement Bharat Limited, (Bokaro Plant) having own more than 100 Trucks & 600 labour.

- Managed the Development and Improvement from a handbook system to a Computerized Environment.
- Made Various Statutory Registration (GST, PAN, TAN, BIS Certificate, Trade mark) etc.
- Worked Statutory Compliance, Filing Return & making payment of GST, TDS.
- Managed 3 (Three) GST Notice and 1 (One) Income Tax Notice
- Managed and saved Rupees 20 crore by fixing a tax reporting error, demanded in a GST notice.
- Corrected account errors, which saved a total of Rs. 85 Lakh yearly.
- Controlled & Successfully handled all unusual expenses.
- Managed Accounting activities to ensure compliance with accounting principles, policies and external audits.
- Made Accurate, timely Financial reports of company expenditures following the established schedule.

Importer & Trader of Plastic Raw Materials (PVC, CPVC & EVA) having own more than Ten Godown /Branches in 7 States in India.

- Handled VAT & Service Tax (**Pre GST**) Making Payment & Filing Return.
- Handled Various Statutory Registration (GST, PT, PAN,TAN & Shop Act)
- Prepared and Finalized Statutory Audit Reports for all States
- Handled Taxation (GST, TDS, PT) to File Returns and Payments of Tax
- Audit of all Purchase, Import, Expenses GST invoices & Sales GST invoices every month
- Prepared reconciliation of GST liability every month
- Handled GST Notice and Replied the same to GST officer
- Reconciliation of GST input ITC(GSTR 2A) with books every month
- Prepared and Filed Return of GSTR 3B, GSTR-1 every month
- Successfully filed GST annual return GSTR-9 & 9C for last two years(2017-18 & 2018-19) for seven states.
- Successfully handled GST compliance for **Seven** States/UT (Maharashtra, Gujarat, West Bengal, Tamil Nadu, Madhya Pradesh, Daman & Diu and Delhi).
- Followed suppliers/vendors who has not filed GST Return (GSTR-1 & GSTR3B) in subject to ITC
- Prepared RCM liability on Ocean Freight in subject to Import of Goods
- Done payment of GST liability, RCM liability, TDS & PT monthly
- Handled PT of **Four** states(Maharashtra, Gujarat, Madhya Pradesh & West Bengal)
- Handled TDS and preparing data for filing TDS return on PAN India base
- Handled all ROC Compliance for company and co-ordinate with Company Secretary
- Prepared statements, Executing documents for Filing ROC Annual Return
- Prepared Board Resolution & Minutes of Company Board of Meeting
- Executed documents for preparing Due Diligence Report
- Executed documents for Applying Trade Mark Registration
- Executed documents for formation of New Company & Firm
- Executed issuing of Digital Signature Certificate (DSC)

A Manufacture & Exporter of Tubular Traction Batteries and Battery Machines & Equipment's

- Faced 5 years (2008 to 2013) External Central Excise Audit
- Faced 4 years (2008 to 12) External Sales Tax Assessments
- Faced 2 years (2010 to 12) External Income Tax Assessments
- Prepared VAT, TDS, Central Excise, Service Tax and Income Tax Audit Reports
- Prepared Taxation (Central Excise, VAT, Service Tax, TDS) to file Returns and Payments
- Prepared Excise Invoice and documents required to removal of materials
- Prepared ARE 1 to Export Abroad & SEZ area and ARE 3 against CT 3 Dispatch
- Prepared Input Cenvat and service Tax Statements for Availing of Cenvat Credit
- Preparation and e-filing of Excise ER-1 monthly Returns & half yearly service Tax Returns
- Submission of monthly ER-1 returns to Central Excise Office
- Submission of ARE 1, and monthly Annexure-19 & proof of Export to Central Excise Office
- Preparing Financial reports on Monthly, Quarterly and Yearly basis
- Knowledge of Banking Documentation for Exports & Imports.
- Operate Tally ERP 9 & Bank Reconciliation

Core Competence:

Accounting, ROC Compliance

Analytical Skills on Taxation

Internal Auditing & Audit Report

Teaching Accounts & Tally

IT Skills:

- Well versed with Software Installation
- Well versed with MS- Office, Tally 7.2 & ERP 9
- Well versed with Internet Applications

Extra-Curricular Activities:

- Teaching Accounts, Indirect Taxation & Tally

Certification:

- Diploma in Computer Accounts & Taxation

Personal Dossier:

Gender : Male
Marital status : Married
DOB : 16 June 1986
Languages Known : Hindi, English, Bengali, Marathi

Current Address:	Permanent Address:
HCQ4+3V7, DC Block, Sector- 1, Bidhannagar, Kolkata, West Bengal- 700064	Village- Kundori, P.O.- Tupkadih, District-Bokaro Steel City Pin Code- 827010 Jharkhand

Declaration:

I hereby declare that all the above mentioned information is correct to the best of my ability and knowledge and I also bear the responsibility for the correctness of the above mentioned particulars.

Date:
Place: Kolkata

Sanjay Mahto
(Signature)