

CAREER OBJECTIVE

I seek a good position in Indirect Taxation as Chartered Accountant in reputed organization where I can use my interpersonal skill & acquired technical knowledge from post qualifications experience of 3.5 years in domain of Indirect Taxation mainly core GST towards the achievement of organizational goals along with individual career growth.

PROFESSIONAL EXPERIENCE

AKGVG & Associates, Chartered Accountant

Assistant Manager (From 12-12-2017 to till date)

Areas of Working

- ✦ Client handling exposure in different sectors such as logistics, Manufacturing, Service Sector, Trading, Export & Healthcare etc.
- ✦ Handling GST Audit & annual return of RSPL Limited (Ghari Detergent Group)
- ✦ Preparation & filing of GST return on monthly/quarterly basis.
- ✦ Providing consultancy and advisory to various clients on regular basis on applicability of various notification, circulars & orders related to GST.
- ✦ Handling case related to refund on export with or without payment of IGST, dealing directly to CUSTOM & GST departmental authorities.
- ✦ Preparation of required documents for claiming refund of ITC accumulated on exports of goods or service under LUT.
- ✦ Resolving regular queries related to taxability of particular transaction, availability of ITC on certain transactions.
- ✦ Preparation of reconciliation of books with the return filed so as to avoid the loss of ITC and mismatch of books with return.
- ✦ Providing certification on ITC availed during transition period to client liked RSPL Ltd.
- ✦ Leading team of 5 members and providing guidance wherever required.

Hindustan Power Group

MB Power (Madhya Pradesh) Limited
Senior officer - (From 05-11-2015 to 11-12-2017)

Major Assignments

- ✦ Compliance of GST by filing GST Return, depositing tax liability in time by utilising Input Tax Credit,
- ✦ MIS report of all companies with respect to Outward & Inward Supplies,
- ✦ Cross checking of entries entered in Books and get it rectified, clearing of liabilities with ITC,

- ✦ Registration of new Companies and migration of old companies from old tax regime to new GST regime.
- ✦ Working on GST transition and its implementation in SAP
- ✦ Looking after VAT & Service Tax in earlier regime by return filing and timely deposit of tax liability of all SPV Solar Verticals & EPC in various states like Bihar, Gujarat, Assam, UP & Madhya Pradesh.
- ✦ Prepared reply to departmental queries and arranged documents to handle the notice received from Service tax & VAT department
- ✦ Reconciliation of SPV Solar & EPC at PAN India level with SAP & Return by compiling data from various departments.
- ✦ Computation of Tax liability after availing Input Tax credit/CENVAT and corresponding passing of entry in SAP on the same day.
- ✦ MIS report of SPV's & EPC with respect to statutory forms C/E1/E2, road permit utilized & assessment status.
- ✦ Input Tax reconciliation with books & Vendor ledger, and if often required then at vendor site too.
- ✦ Renewal of Consultant agreement on timely basis and regular following up/Co-ordination with the consultants for smooth functioning and timely resolution of tax issues if any.
- ✦ Processing of consultant bills through proper channel in SAP by making service requisition, Service order.
- ✦ Actively participating in GST meetings & bringing out the core conclusion out of it.
- ✦ Checking documents of all types of sale & purchases like Local Sale, CST & SIT Sale, High Sea Sale and Sales in course of Imports as per the SOP and updating it in our Master sheets.
- ✦ Applying for Statutory sale tax Forms to be issued like form C/F/E1/E2.

PROFESSIONAL & ACADEMICS QUALIFICATIONS

Year of Passing	Qualification	Board/ Institute/ University	Percentage
May 2015	CA	ICAI	57.25%
April 2013	B.Com (Hons.)	Panjab University	71.39%
March 2010	10 th +2	CBSE	89.00%
March 2008	10 th	CBSE	89.20%

COMPUTER PROFICIENCY

- Proficient working knowledge of MS Office, Web GST, Tally ERP, Busy & SAP EHP 6
- ICAI's Computer Course

EXTRA CURRICULAR ACTIVITIES

- Attended IDT ICAI webinars on GST Annual Return & GST Audit
- Attended GST Workshop Series conducted by PHD Chambers
- Completed GST Certification Course held by MSME, Agra
- Given Seminar on “*Auditor's Responsibilities relating to fraud in an audit of Financial Statements*”
- Participated in *Play* organized by ICAI Chandigarh Branch

PERSONAL DOSSIER

Date of Birth : 20th November, 1993
 Nationality : Indian
 Father's Name : Harendra Prasad
 Father's Occupation : Army