

AMIT KHARBANDA

Targeting senior level assignments in Taxation & Finance with an organization of repute

Location Preference: Delhi / NCR and Chandigarh

Finance & Accounts | Taxation – GST & Income Tax | Audit | Financial Reporting | Compliance Management



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Key Skills

Banking Operations

Finalization of Accounts

Transfer Pricing

Tax Assessments and Compliances

Accounts Receivable / Accounts Payable

Fund Management

Vendor Payments

Liaison & Coordination

Stock Exchange Reporting

Profile Summary

Offering over 3years of experience across Banking sector adhering compliance with Indian Accounting Standard (IAS) and Tax & Companies Law compliances

- A seasoned, result-oriented qualified Chartered Accountant; proposing illustrated career in Taxation and Accounts & Finance with Conglomerate, Manufacturing and CA Firm in capacities like Assistant Manager - Finance & Accounts.
- Utilized qualitative & quantitative skills in managing a wide range of accounting functionsentailing Finance & Accounting, balance sheet, trial balance, P/L accounts, cash flow, tax functions, Accounts Payable / Receivables, general ledger transactions & reconciliations along with Taxation which includes Income Tax Returns, Tax payments, TDS, GST Returns, GST payments etc.
- Possess knowledge of Short Funding & Goa RERA Compliances.
- Accounting Specialist: Highly skilled in preparation of monthly accounting reports and effectively managing documents in SAP for streamlining systems to facilitate achievement of organizational objectives and ensure profitability of operations.
- Extensive knowledge of finalizing balance sheet and profit & loss and filling Income Tax & Registrar of Companies (ROC), Annual Reports.
- Proficient in raising the debit notes/tax invoices of Real Estate concerns & rental and management.
- Professional with skills to work in multi-cultural / lingual environment; excellent communicator with expertise to interact at all levels of hierarchy

Career Timeline Academic Details



Jun'15 - Apr'17



Apr'17 till date

- Chartered Accountant from Institute of Chartered Accountant of India in November 2015
- B.Com. from Maharaja Ganga Singh University, Bikaner University, Ganganagar Rajasthan in 2012
- 12th from Bhopalwala Arya Senior Secondary School, Ajmer University, Ganganagar Rajasthan in 2009

Soft Skills



Communicator



Collaborator



Thinker



Innovator



Intuitive

Notable Accomplishments Across the Career

- Monitored Indirect Tax compliance of 4 units, including representation before the statutory authority
- Ensured completion of statutory audits of Listed company and others as per Companies Act and Income Tax Act requirements and timely filing of Annual Returns

Work Experience

Apr'17 till date working with Zuari Global Limited Adventz Group, New Delhi as Assistant Manager - Finance & Accounts

Key Result Areas:

- ▶ Planning & executing monthly / quarterly / annual closure schedules; providing monthly financial statements; administered the monthly closing process
- ▶ Spearheading entire gamut of operations related to finalizations of financial statements as per Indian Accounting Standard (IAS) and coordinating with Statutory Auditors
- ▶ Developing and delivering PowerPoint Presentation for board meeting along with finalization of results on quarterly basis and publishing the same at stock exchange/newspapers and annual report printing
- ▶ Planning & leading computation of:
 - Deferred Tax, Advance tax and tax provision as per normal provision as well as MAT provision at the time of finalization of balance sheet and accordingly making adjustment related to Ind AS
 - TDS along with deposition of the same in every month, filing Quarterly returns and working on Tax Audit schedules
 - Goods and Services Tax along with deposition the same in every month and filing the returns; filling of Income tax Return, Tax Audit and Transfer Pricing reports
- ▶ Leveraging skills in monitoring the inflow / outflow of funds; taking adequate measures to ensure optimum utilization of available funds and investing the same into short term mutual fund to earn the dividend
- ▶ Managing all the banking transactions, payments & documentation
- ▶ Developing and keeping updated the statutory books of accounts through, journal, ledger, cash book, bank book and closing entries at the end of the month at SAP system along with all the online payment process with SAP only
- ▶ Administering accounting related to Real Estate and reorganization of revenue as per the guidance note on Real Estate and as per Indian Accounting Standards.

Previous Experience

Jun'15 – Apr'17 with Pearey Lall and Sons EP Private Limited, New Delhi as Assistant Manager - Finance & Taxation

Key Result Areas:

- ▶ Led computation of TDS, TCS and Deposition the same in every month along with filing the quarterly returns
- ▶ Directed online filling of rectification under 154 of Income Tax Act and revision of the returns
- ▶ Formulated documents:
 - And all submission for regular assessment under section 143(3) of Income tax and reassessment under section 147 of Income tax
 - Related to sales, purchases, journal & stock entries on daily basis of clients on Tally Accounting Software. (i.e. 7.2, 9, 9.0 ERP)
 - Related to monthly salary sheet and PF/ESIC returns along with timely deposit of PF /ESIC payment while maintaining all the personal file of Staff
 - Related to standalone and consolidated financial statements, cash flows and other documents
- ▶ Performed filling of:
 - Tax Audit Report (form 3CD), Income tax Return and MAT certificate (form 29B) under income tax act of company's income tax returns and service tax returns
 - AOC -4 normal and XBRL format on consolidated basis, MGT-7 & MGT -8 , MGT-9 &DIR 12 and so on, on annual basis
- ▶ Preparation of documents for registration of Service tax and deposition of Excise and Service tax, Registration with Good and Service Tax (GST)

Articleship

Oct'11 – May'15 SVTG & Co. Chartered Accountant, New Delhi as Article

Key Result Areas:

- ▶ Rendered capabilities in conducting and completing:
 - Audit of public/private limited companies, firms, schools and so on
 - Bank audit of Bank of Baroda, New Delhi
 - Annual filling with Register of Companies
 - Annual accounts for all types of entities
 - Compilation of all documents related to Income Tax Assessments
- ▶ Adhered to all tax compliances related to Income Tax & Service Tax including filling of returns and tax computation; filled income tax return of corporate and individual

Personal Details

Date of Birth: 17thDecember 1992

Languages Known: English, Hindi and Punjabi

Current Address: House No. 362, Block B, Near Timarpur, Nehru Vihar, New Delhi – 110054

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