

ARUN SAHU

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Targeting opportunity in **Accounting / Finance** with an organisation of repute, located preferably in **Delhi / Gurgaon & Noida**

KEY SKILLS

- Finance & Accounts
- Statutory Compliance
- Direct Taxation
- Indirect Taxation (GST)
- Tax Audit
- Microsoft Excel
- Possesses expert level of knowledge of Goods & Services Tax, involving filing of tax returns and preparation of Different types of Reconciliation.
- Experience in preparation of financial statements as per Accounting Standards and in annual closing of accounts
- Possesses strong analytical, problem solving, planning and decision making skills

CORE COMPETENCIES

Finance & Accounts:

- Preparing & finalizing Trial Balance, Profit & Loss Account and Balance Sheet.
- Create reports such as Bank Reconciliation Statements and many more.

Taxation:

- Preparing Monthly and quarterly GST Returns and arranging for timely deposit of taxes and filings under GST Laws.
- Preparing quarterly TDS Returns and arranging for timely deposit of taxes and filings of tds returns.

WORK EXPERIENCE

Since September 2017 working with **Goel K & Company (Chartered Accountant)** on the role of **Accounting, Tax Audit, Direct Taxation and Indirect Tax.**

Responsibilities:

- Handling all activities related with quarterly provision of tax and periodic advance tax of the clients.
- Computing tax & filing GST return of Company.
- Preparing various types of reports for Tax Audit in coordination with Tax Auditors of the company for timely completion of TAX Audit.
- Filing e-TDS/TCS return of the Companies.
- Revision of TDS/TCS returns.
- Preparation of accounts of Group Companies and filing of Income tax return of Group Companies.
- Executed Internal & Statutory Audits of various companies and Tax Audit under Section 44AB of the Income Tax Act, 1961; prepared audit reports and held discussions with Departmental Heads
- Verifying compliance of policies and procedures for various functional areas in the company
- Finalized taxable income of individuals, firms & companies; prepared & filed ITR 1 to 6 and of E-TDS return; prepared & filed Goods and Service Tax returns
- Attended Orientation and Information Technology training of 15 days each as prescribed by The Institute of Chartered Accountant of India

EDUCATION

- 10th from Central Board of Secondary Education with 8.6 CGPA in 2014
- 12th from Central Board of Secondary Education with 80% marks in 2016
- Bachelor of Commerce from Delhi University in 2019
- Pursuing Master of Commerce from IGNOU.
- CA:
 - CA-CPT in December'17;

IT SKILLS

- Tally ERP 9
- MS Office (Word and PowerPoint).
- Microsoft Excel.

EXTRACURRICULAR ACTIVITIES

- Won prize for Essay Writing.
- Participated actively in mental math Competition in school.

PERSONAL DETAILS

Date of Birth: 25th September 1998
Address: WZ-20A/6C, Channamal Park, East Punjabi Bagh, New Delhi – 110026
Languages Known: English, Hindi and Maithili
Marital Status: Unmarried