

CA HUNNY SARAF

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Career Objective

I am an experienced and qualified Chartered Accountant (CA) with 8+ years of experience of working in Busy accountancy environments. Through my experience I have proven knowledge of advanced budgeting / forecasting, accounts and delivering a full range of tax services in compliance with laws and regulations within timeframe. I am also a capable leader, currently supervising and mentoring junior members of the Organization.

Qualifications

- Cleared CA-Final in November 2011 from ICAI (Institute of Chartered Accountants of India) and holding the membership of ICAI
- Bachelor of Commerce (B.Com) in Financial Accounts & Audit - May 2010 (First Class) from SNDT Women's University, Mumbai.

Strengths

- Possess the ability to adapt to the changing environment for the betterment of the organization.
- Possess strong leadership skills and has ability to build strong team environment.
- Ability to learn quickly and apply the knowledge skillfully for the betterment of the organization.
- Achieve expectations on a consistent basis and raise the standards of work performed to a higher level.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Pro-actively challenging and assessing company working practices to drive improvement.

Work Experience

CHARTERED ACCOUNTANT

Vineet Polyfab Pvt. Ltd: Jan'2014 to Present

- Finalization of Accounts and Balance Sheet of Parent and its Subsidiaries.
- Manage and coordinate tax audits and Income Tax Scrutiny.
- Handling all Direct Tax Compliance with respect to TDS Returns, Annual Tax Returns, tax provision and tax compliance process.
- Handling GST compliance and related Litigation, including GST Returns, Annual Audit etc.
- Monitoring, Finalization and e-payment of all taxes - Advance Tax, T.D.S, Service Tax, Excise, VAT, GST, Import duty.
- Handling Bank Finance in INR as well as Foreign Currency, Other Banking Charges inland as well as export, Bank Internal Credit Rating and External Credit Rating.
- Working on Power Trading with IEX (Open Access) and Wind Power Plant.
- Company Law Compliance.
- Handling Cost Audit and CAS 4.
- Handling of Export Incentives- Duty Drawback, Excise Duty Rebate, SFMS-FMS-FPS, IGST.
- Handling of various Authorization issued by DGFT.
- Monitoring Export Documentation and Export related expenses.
- Handling State and Central Government Subsidies.

ACCOUNTS HEAD

Saanika Industries Pvt. Ltd: April'2012 to Dec'2013

- Handling and Finalization of Accounts and Balance Sheet.
- Handling Income Tax Scrutiny.
- Handling Excise and Service Tax compliance.
- Monitoring and e- payment of all Taxes - Advance Tax, T.D.S, Service Tax, Excise, VAT
- Handling Bank Finance and External Credit Rating.
- Working of Export Incentives- Duty Drawback, Excise Duty Rebate, SFMS-FMS-FPS.
- Working of Wind Power Plant and Open Access (Power Trading) with IEX.

ARTICLE

S.Gandhi & Associates (Articleship) : Sept '07 – March '11

- Conducted Internal Audit of Essar International School and Condor Footwear Pvt. Ltd.
- Preparation of Financial Statements.
- Computation and Filing Income tax return of Individuals, HUF, Firms and Companies.
- TDS compliances.
- Conducted VAT audit.
- Basic knowledge of Import and Export documentations.

Certifications

- Stood 3rd in College in F.Y.B.Com.
- Highest scorer in Business Mathematics and Statistics in F.Y.B.Com.
- Highest scorer in Commercial Geography in F.Y.B.Com.
- Underwent 100-hours I.T. Training program conducted by ICAI as a part of the Course curriculum to learn MS-Office Suite, Tally, Internal control and Security systems.
- Undergone a 15-day General Management & Communication Skills (GMCS) Program conducted by ICAI as a part of Course curriculum. Learnt and practiced the skills of Effective Communications, Team Building, Presentation Skills, Interpersonal Skills, Managerial Skills.
- Successfully passed State level Intermediate Drawing Grade Examination with A Grade.
- Certified as FIRST DEGREE REIKI CHANNEL by USUI SYSTEM OF NATURAL HEALING.

Skills

- Proficiency at analysis and research using the e-Web.
- Proficient in the use of MS Office.
- Working knowledge of Accounting Packages like Tally ERP, i-Fas and Monarch.
- Can speak and write in English and Hindi proficiently and Gujarati if required.

Seminars, Forums and Conferences Attended

- Attended a conference on Analysis of Taxation Laws Bill 2016 organized by Surat Branch of Institute of Chartered Accountants of India.
- Attended a National conference on Goods and Service Tax organized by Surat Branch of Institute of Chartered Accountants of India.
- Attended a Seminar on how to handle Investigation under Direct Tax and Indirect Taxes organized by Surat Branch of Institute of Chartered Accountants of India.