

**Professional Qualification**

CHARTERED ACCOUNTANT (ICAI)	
Level	Term
Final	Nov. 2012 ( <b>First Attempt</b> )
PCC	May 2011
CPT	June 2008

**Certification:** International Financial Reporting Standards (IFRS/IND AS) Certificate course from Institute of Chartered Accountants of India (ICAI) May 2017

**Profile Snapshot****Indirect Tax**

- Handled work related to all GST Compliance which includes GST Return, ITC related Compliance etc.
- Managed independently compliance and work related to GST Annual return and Audit i.e. GSTR 9 And GSTR 9C.
- Worked on GST scrutiny notices, refunds, regular notices related to GST returns etc.
- Worked for implementation of E invoicing.

**Direct Tax**

- Independently handled Income Tax Computation of corporates, individuals, Tax audit.
- Exposed to International Taxation, compliance related to TDS.
- Handled Income Tax scrutiny cases, refunds etc.
- Independently worked on payroll function of the organization.

**MIS and Accounting**

- Handled financial reporting process including monthly, quarterly and annual accounting closures, reconciliation and review of general ledgers.
- Prepared annual and quarterly budget with timely review and analysis of key parameters for management decision.
- Handled vendor reconciliation and payment process after coordinating with Client Company, finalization of accounts with ledger scrutiny and all statutory compliance and coordinating with auditor for smooth completion of audit.
- Timely review of all internal control system and suggestions for improvement of the same.

**Working Experience**

**RSH Global Private Limited (Joy Cosmetics), Senior Executive Indirect Tax, Kolkata** from March 2018 (well versed with MS Excel and basic knowledge of SAP)

- Monthly Compliance with GST Returns GSTR 3B, GSTR 1, GSTR 6 and ITC 06 of 19 locations across India.
- Compliance related to E Way Bill.
- ISD Calculation and Distribution.
- Managed GST and excise refund of different states as per government industrial policy such as Assam, Himachal Pradesh.
- Worked on GST refund for exports, resolving GST issues, GSTR Annual Filing i.e. GSTR 9 and GSTR 9C along with all GST reconciliation such as GSTR 2A and GSTR 3B.
- Dealt with GST notices received from different State GST departments.
- Coordinating with GST auditor and GST consultant for timely completion of GST audit and related work.

- Handled Income Tax and Service Tax Rule scrutiny cases.
- Validated Income Tax Computation of corporates and compliance related to TDS.
- Handled matters related to Service Tax Rules, TDS and GST.
- Prepared MIS Reports and reconciliation statements as well as undertaking analysis for key indicators to assist senior management.
- Handled vendor reconciliation and payment process after coordinating with Client Company.
- Finalization of accounts of different clients with ledger scrutiny and all statutory compliance and coordinating with auditor for smooth completion of audit.
- handled various aspects of accounting like fixed assets, inventory etc
- Compilation and consolidation of Financials as per Companies Act 2013.
- Managed payroll processing function and handled matters related to gratuity, PF and ESIC.
- Worked on liquidation of company.

**Gandhi Binnani & Associates, Chartered Accountants, Delhi** from September 2013 to May 2015.

- Validated TDS compliances, calculation and filing of regular and revised statements.
- Performed Service Tax calculations and filing of regular return.
- Prepared and e-filing of Income Tax Return of Companies, Firms, Individual etc.
- Prepared 15CB, 15CA & MAT audit certificates (Bechtel India Pvt. Ltd.)
- Managed the taxation matters of companies, firm and individuals.
- Worked on Income Tax, Service Tax, Wealth Tax Scrutiny and regular follow ups of Income Tax refund.
- Compiled and finalized of annual accounts based on IGAAP.
- Versed Statutory Audit, Tax audit & Bank Audit.

Some Clients for whom I have worked are namely IHHR Hospitality Pvt. Ltd, (Operating under the brand name of Hyatt), Rotary International, Big India Malls, Dry Blend Food Pvt. Ltd., Ambatty Green Resort, Coorg (Unit of Viking Resorts Pvt. Ltd.), Merkur Gaming India Pvt. Ltd (Unit of Adp Gauselmann Gmbh, Germany), Lucky Nugget Gaming Pvt. Ltd (Unit of Adp Gauselmann Gmbh, Germany).

**Academic Qualification**

Course	Year	Institute
B.Com (H)	2011	Delhi University (SOL)
Higher Secondary	2008	Saai Memorial Girls school, Delhi
Secondary	2006	Saai Memorial Girls school, Delhi

**Pre Qualification Experience**

Article ship from **JAIN LOHIA & Associates** at Surya Nagar in U.P **from** Aug 2008 to Jan 2012.

**Personal information**

Date of Birth : December 18, 1991  
Marital status : Married (Nov, 2017)  
Language proficiency : English and Hindi  
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