

Akshay dua

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AUDIT & TAXATION PROFESSIONAL

EXECUTIVE PROFILE

- Competent professional with 3 years' experience in Audit and Taxation in Ca Firm Shrotriya & co.
 - Established track record in having carried out **Internal Audit, External Audit, GST Audit, Tax Audit, Statutory Audit of many entities**
 - Expertise in **preparing quick, accurate financial information and reports** to communicate audit findings
 - Excellent communicator with strong analytical and numeric skills. Well versed in preparing financial reports using **MS Office, Tally and ERP packages, Busy Package.**
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PROFESSIONAL EXPERIENCE

Dev Raj Rangwala Impex LLP Accountant

Jan 2019 – till date

- GST Sale & Purchase Audit, Billing and GST expenses Report
- Working of GST Returns & Annual Returns, GSTR 1 , GSTR 3B and annual Return with monthly Tax
- Banking works like receipts , Payments , Reconciliations
- Client Ledgers Reconciliations
- ESI working
- Monthly audit (Sale , Purchase , Expenses)
- And any other Govt. compliance

Jee Beverages (City Cola Soft Drink Manufacturing Firm) Accountant

Mar 16 – jan 19

- GST Stock Audit, GST Sale & Purchase Audit, Billing and GST expenses Report.
- GST Returns, GST audit, GST computation & GST Registration.
- GSTR 3B, GSTR 1 and checking electronic Ledger.
- Preparing Stock Register Monthly In excise unit.
- Preparing Monthly Returns and Tax.
- Banking work.
- ESI returns and challan

Shrotriya & Co. Assistant Accountant – Auditing

Aug 12– Mar 16

- Carrying out tax audit, statutory audit of Companies, Partnership Firms and Sole proprietorships
- Studying the client's existing internal control systems through the audit process, discussing the findings with management and recommending appropriate corrective measures
- Managing audit planning activities and ensuring completion of audits within time and cost budget
- Assisting senior auditors in preparation of quick, accurate financial information and reports to communicate audit findings and financial data to the clients
- Compiling liabilities in terms of Income Tax, Service Tax, ESI, Epfo , Sale Tax Return & Assessments, Payroll Work of many Corporate and Filing e-returns within stipulated date

Security Agency-Auditing (V.J. Security Agency, Viraj Global Securitas, A.N. Shriharsha , Ramesh Kumar Shreevastava Security Agency)

- Preparing Security Guards Payroll Monthly.
- Employee Data Preparing.
- Preparing Monthly ESI and EPF monthly paid, ECR Generated Challan Generated, TIC Card Generated Uan no Generated, PF Claiming Form.
- Banking Work.
- Prepare Ledger Account, sale of service, Purchase, Bank Reconciliation, Expenses Ledger, Profit & Loss Account, Balance Sheet.
- Client Ledger Reconciliation.
- Preparing Quotations in service.

Major Assignments Handled

- Performed Process Audits for Dev Raj Rangwala Impex & Teknobyte India Pvt. Ltd & Jee Beverages, including GST Annual Audit, Purchase Audits, Expense Audit, Stock Audits and Accounts Confirmation

MAJOR CLIENTS HANDLED

Company	: Dev Raj Rangwala Impex LLP
Company	: Teknobyte India Pvt. Ltd. (Pet Preform Manufacturing company)
Manufacturing	: Jee Beverages (City Cola)
Security	: V J security Agency, Viraj global Securitas, Ramesh kumar shreevastava security Agency, A N shriharsha Security Agency.
Ca Firm	: Shrotriya & Co. & Rohit S K Gupta & Co

ACADEMIC CREDENTIALS

LL.B

Ccs University Meerut waiting for final Result.

M.com

Ignou University pursuing Final Year.

B. Com

Sol Delhi University, 2016,

IT Skills

Tally ERP 9, Busy, MS-Office, Excel, PowerPoint.

PERSONAL DETAILS

Date of Birth : 6 February 1995
Languages : English, Hindi

