

Manish M Sharma

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*A dynamic professional with 5 years above extensive work experience in Taxation & Accounts Department. Enriching assignments in **Taxation & Accounts** to utilize, enhance, and grow my potential and problem solving aptitude in the area of taxation and accounts to provide the organization with the better compliance objectives.*

SNAPSHOT

- Presently associated with **Miraj Entertainment Limited**. In taxation department from Oct'18 to till ongoing.
- Handling the task of computing monthly tax liability for GST, TDS & TCS making of online tax payment and further filing of monthly GST return's, Quarterly TDS/TCS Return & also do monthly tax compliance of ESIC, PF, PT, further quarterly 26As Recon, Advance Tax Payment, etc.
- Prepare details in annexures format for Tax Audit.
- Prepare various details for submission in relates GST tax reimbursement refunds, query from department respect to tax assessment/appeals, etc.
- Previous Work Experience in **J. Kumar Infraprojects Ltd.** in Accounts & Taxation Team from April'15 to Sept'18.
- Work assignments of maintaining regular statutory books of accounts, preparing of Sub-Contract agreements with technical & compliance related terms & condition with report generating analysis and also deal with extensive knowledge in handling TDS, Indirect Tax (Service Tax & GST) & handling auditing related matters.
- Adapt at managing day to day accounts & tax related activities in co-ordination with internal / external departments for smooth financial operations.
- A proactive learner with a flair for adopting emerging trends and addressing industry requirements to achieve organizational objectives & profitability norms.
- An impressive communicator with team building, negotiation, presentation, convincing and analytical skills.

OBJECTIVE

To keep growing using adaptive and learning skills and to enhance career as a professional committed to the work, while concurrently maximizing efficiency.

ACADEMIC QUALIFICATION

Sr. No.	Course (Stream)/Examination	Specialization	Institution/ University	Year
1	T.Y. Banking and Insurance (BBI)	Banking & insurance	Ghanshyamdas Saraf College, Mumbai.	May'2014
2	HSC	Commerce	Durga Devi Saraf College of Arts & Commerce / (MSBSHSE)	Feb'2011
3	SSC	NA	J.H. Poddar High School / (MSBSHSE)	Mar'2009

WORK ASSIGNMENT

Other Taxation Matters:

- Input Credit calculation/Analysis on purchase of Goods/ Services/Capital Goods & taking of eligible ITC in 3B, RCM liability payment.
- Matching of GSTR-2A state wise report with input in books & further follow-up to respective department to coordinate with those vendor's not filed their GSTR-1.
- Preparing of self-invoices for the services rendered to the branches from head office, transport of goods to Site, etc.
- Matching of sales in books & 3B as on date with sales while GSTR-1 filing & further update details of input and Adjust GST Liability against Input Credit Available in Credit Ledger & also of RCM Credit & make balance payment of GST through Cash.
- Input credit balance matching as per input credit ledger & books as on financial ending.
- Applied of LUT for export service on sale of rights for film exhibition outside India.
- Updating Additional Places in GST Certificate & Also Apply for GST New Registration for new premise purchase in different state for business purpose.
- Prepare various details for GSTR-9, 9C & Filing Return.
- Maintain Hardy Copy/Softcopy records of GSTR-1, GSTR-3B, Paid Challan.
- Online correction filings if any TDS demand raised online against short TDS, late payment of TDS, etc., collecting of lower deduction certificate from vendor.
- Providing of form 16A, 16 & also 26As of Company as a Tax Payer from Traces Download.
- Book ESIC, PF Employer Contribution Expense Pass payment entry of paid challah in books.
- Filing of Individual ITR Return.
- Preparing of summary report on tax notices received, letter submitted to department, Pending notices, etc.
- Attending Auditor Query related to Tax Compliance.

Accounts Work.

- Accounting work, Ledger Scrutiny, Passing Entry in books, BRS, Assistance in Accounts Finalization.

COMPUTER SKILLS

IT Skills:-

Sr. No.	Description	Programme
1	Accounting Software	SAP
2	Micro Soft-	Word, Excel, Power Point (2010)
3	Accounting Advance tally	Tally ERP-9, ERP Accounting Software
4	Income Tax/ NSE Site	Income Tax e-filing

SKILLS

- Using Hlookup & Vlookup & Pivot for various matching tools.
- Using Excel formula such as Max, Min, Count, Mean (Average), Median, mode, IF Formula.
- Sincere & Smart Working for timely completion of Assignments.
- Work with Coordination in Team.

PERSONAL DETAILS

Date of Birth: 24th June' 1992
Contact Address: B/106, Mahavir Nagar "B" Bldg HSG. Co. Op. Society, Moti Nagar Road, Bhayandar (West), Thane-401101.
Location: Mumbai, Maharashtra.
Linguistic Abilities: English, Hindi, Marwari, Gugrati & Marathi