

Hitesh Rameshchandra Bhatt

Mobile: 08469124464 + E-Mail: heetesh1@gamil.com

ASPIRATION: Seeking a challenging environment that encourages continuous learning and creativity provides exposure to new ideas and simulates personal and professional growth.(GST,Account,E Invoice ,E-way Bill, Stores & Logistics)

OVERVIEW

- Goal oriented professional
- Skilled in directing completion of GST,Excise ,Commercial & Statuary Audit, Excise Audit, Internal Audit for Companies within specified time.
- Expertise in analysing existing systems and procedures, designing internal control systems and facilitate effective decision-making.
- Ability to review, understand, comprehend processes, build / maintain relations with business units, middle and senior management.
- Demonstrated acumen in driving financial growth, generating revenues and enhancing performance of the teams.
- Excellent abilities in analyzing complex problems to develop corrective action alternatives; skills in preparing comprehensive, clear and concise reports.

ORGANIZATIONAL EXPERIENCE

B.Com with over Fourteen years of experience in the areas of GST ,Excise,Commercial & Accounts. Currently working from (28-Jan-2012 to till date) in Nirma Ltd. Group, Ahemdabad as Excise Officer. Accomplished responsibility for GST , E Invoice and E-way Bill Related work ,Reporting HOD

- 1) One Year Ten Month Work in Asian Electronics Group Subunit Advance Electronics As a Commercial Officer (02.05.2010 to 25.01.2012) Accomplished responsibility for Excise & Commercial work Reporting to Commercial Manager
- 2) Six Month work in Victor Switchgear Pvt Ltd nashik As a Stores, Excise Officer (05.11.09 to 06.05.2010) responsibility for Excise,Stores,Account Reporting to General manager
- 3) Two Years work experience in Mahindra Renault., (Mahindra & MAHINDRA plant), Nashik as Excise Executive.) through gogad logistics (16 August-2007 to 30.06.2009) responsibility for Excise, Stores & Logistics Reporting to Excise Sr. Manager
- 4) Two Years & seven Month work experience in Motor Industries Co. Ltd., (MICO - BOSCH Group) through Satguru-Shipping-&-Logistics-as-Excise-Assistant.(01.02.2005.to.14.08.2007)
- 5) One year work experience in "Digilog System Pvt. Ltd." (05.01.2004 to 31.01.2005) Of Accounting and other related work

CORE COMPETENCIES

GST -(Excise/ SERVICE TAX/ VAT)	ACCOUNTS	Stores
IMPORT EXPORT	Procurement Activities	Logistics
Training & Development	Commercial	INWARD/Dispatch
Strong Interpersonal Skills	GST /E-way Bill/E Invoices	

Key Result Areas

AREAS OF EXPERTISE

Indirect Tax

GST

- 1) Manage all GST/E Invoice/ E way Bill related and Indirect taxation matters for different states.
- 2) Attending to day-to day inquiries and queries by GST Department of all states;
- 3) Review of data & documents related to branches, to ensure proper GST compliance
- 4) Monthly reconciliation between Purchase and Sales Register
- 5) Guiding inter-department peers in understanding and following SOPs
- 6) Ensuring timely closure
- 7) Coordination with internal and external auditors
- 8) Review of data & documents to ensure proper GST compliance & documentation at each location
- 9) Preparing monthly MIS
- 10) Monthly preparation of data and information required by GST Auditors
- 11) Keeping updated with day-to-day changes in GST laws, judicial order, and related developments
- 12) Timely completion of compliances
- 13) Reconciliation between Accounts and GST records
- 14) Responding to Vendors responses / queries related to Vendor reconciliation

Maintain GST records & filing registration, Refund and filing of returns, computation and payment of tax, Handling Assessments in Indirect tax. etc.

- Registration - new, amendment in business place, authorised signatory, directors, bank, product, authorised signatory (digital signature expiry date etc.)
- GST Returns - GSTR-3B, GSTR-1, ITC-04, GSTR-9 etc.
Handling queries from factories and Depot communicating the resolutions to the concern person and applying that resolutions on GST portal by amending/Adding the details.
- Providing support and required information to the senior team on matters pertaining to GST, updates and changes in GST laws.
- **Electronic way bills –Information to be furnished in part A of form GST INS-01 on GSTN-for causing movement of goods-exceeding the value of Rs.50,000/-**

E Invoice - The Transactions (documents) for which e-invoice is applicable are as under

- (i) B2B invoices/ bill of supply (business to business) i.e. sale to GST registered customer for both **goods and services**
- (ii) Invoices issued for Exports
- (iii) Credit Notes with tax (outward sale)
- (iv) Debit Notes with tax (outward sale)

Maintain - invoice reference Number (**IRN**) and (**QRC**) pertaining to E invoice related records

- **Export** - registered person availing the option to supply goods or services for export without payment of integrated tax (IGST) shall furnish, prior to export, a bond or a letter of undertaking in from GST RFD-11 to the jurisdictional commissioner

Returns under GST

Under the GST regime, as prescribed three returns namely (1) GSTR-3B (2) GSTR-1- outward supplies (3) Job work returns –ITC-04

- 1) Statutory formalities related to GST like (i) Registration (ii) Filing returns - well within stipulated time & keeping watch to ensure (i) Registration is quickly granted(ii) Assessment of returns are completed & collected from the authorities for our office records
 - 2) E- way- E-way bill Preparation & related query solution & coordination with all related person
 - 3) E Invoice - Preparation & related query solution & coordination with all related person
 - 4) Preparation & Filing of Refund/ Rebate Claims within time & carry out constant follow-up with Authorities till amount of claims is received by cheque & cheque is submitted to relevant section of our Accounts department.
 - 5) Coordinating with concerned Departments/ concern persons across all the units/divisions of group companies to bring solutions to GST related different query to Higher Authority
 - 6) Visit to GST office to make effective follow-up & liaison in respect of various matters including Non-Receipt of orders, Refunds etc
- Coordinating excise audits as required under the Central Excise Act involving submission of necessary data and reports with Excise department.
 - Managing daily operations of Excise related matters involving monitoring of required statutory records, registration; involved in timely submission of returns.
 - Attending & Handling various types of Excise Audit like CERA, EA-2000, Statutory Audit etc.

- calculating impact of change in Excise duty rates on organization profitability.
- Maintain SCN/Commissioner Appeal/Tribunal Records & preparation Appeals in prescribed format

Excise Affairs / CENVAT Management

- Coordinating with inter-company & Govt. Departments for availing of CENVAT on inputs and capital goods and also reconciliation of material sent on Job work & maintain job work register.
- Controlling and monitoring CENVAT credit on inputs & capital goods; coordinating with Excise officials regarding different Excise matters .
- Monthly J.V. Creation for Excise
- Maintaining of CENVAT Ledger & Filing Monthly Return(i.e. ER1 for DTA and ER-2 for EOU)
- Familiar with Preparation of ER-4 for Annual Financial Information
- Revenue Figure (Monthly) – Duty payable, other debits
- Maintaining of daily records
- Keeping track of amendments and change in rules and procedure and interact frequently with Range, Division & Commissionerate, etc.
- Maintainance of Cenvat Ledger for Monthly Return; follow up of not received CENVAT documents, handling documentation of Cenvat related matter etc. Handling Goods received & dispatch related work. Attending Excise EA 2000 Audit, Co-ordination with Excise Dept.Year end reconciliation with Account/Finance Department
- A keen learner with good relationship management skills in dealing with customers, vendors, Central Excise Jurisdictional Officers and other external agencies.

Service Tax

- Managing Service Tax daily operations involving maintenance of required statutory records, timely submission of Returns and all statutory compliances.
- Handling CENVAT Credit on Services used for manufacturing & for Export Goods
- Coordinating with Service Tax Authorities for conducting audits for ensuring compliance accordingly.
- Service tax Refund Claim under Notification no.17/2009 (52/2011) (41/2012)
- Service tax Half yearly Return U/ N no.18/2009 (31/2012- Transport goods by Road) to claim exemption benefits.
- Preparing & gathering Appeal data and involve in Appeal to various adjudication authority, CESTAT, High Court.

Export & Import Trade Operations

- Coordinating with Excise authority, Shipping Section, Export Marketing Department and CHA Agent to ensure smooth exports.
- Familiar with EOU related work. (Duty Free Indigenous Purchase against Ct-3, Duty Free Imported Purchase against Procurement Certificate, Intimation & Physical verification by Bond Officer after receipt, Re-Warehousing of both receipts.)
- Entrusted with the onus of handling complete commercial documentation for export-import trade in compliance with statutory regulations.
- To Establish plan for Training & implementation of Export formalities for the dispatch of goods.
- Familiar with export procedure related work. Export related work also do for example preparation ARE-1, commercial Invoice, packing list, Annexure C-1 & Export value declaration (Annexure-A), GSP (Generalized system of preferences certificate of origin) Annexure -19, follow up for Proof of export related documents, etc
- Worked in close coordination with CHA.

VAT/CST

- Managing all VAT/CST records
- MIS Report preparation.

Accounts

- Purchase & Sales Entry update in System
- Day to Day Voucher Entry update in System

- Cash / Bank Reconciliation

Job Profile: - STORES/ Logistics

- Receipt of incoming materials
- Classification & coding of material receipt.
- Preparation of all type GRN
- Identification of all material Stored
- Material handling its storage and preservation items
- Storage of Material without deterioration and damages.
- Maintain FIFO method.
- Issue of material and packing material production dept.

Job Profile: - STORES/ Logistics

- Preparation of Purchase Rejection Invoice.
- Preparation of daily stock records
- Raw Material Planning based on present stock & stock in transit.
- Monthly Stock Taking of all material
- Dispatch the material as per planning.
- Communication with transporters for dispatch.
- Weight the tanker/truck for loading/unloading.
- Calibration of Electronic Weighing balance.
- Arrangement of scrap disposal on weakly basis

MAJOR ACHIVEMENT :

- SUCCESSFULLY Handle THE Excise Audit EA 2000.**
- Achieve excellent work in Excise awards in MAHINDRA Renault pvt ltd (Goagad Logistics)-2009.**
- Having credential of implementing ISO and maintaining of its documentations**

IT'S PROFICIENCY

- ↔ **MS Office – 2003**
- ↔ **ERP System: A tailor made ERP package for Robert Bosch, runs on AS/400 Platform(PRMS)**
- ↔ **SAP system working environment**
- ↔ **Tally & Internet.**

ARTICLESHIP TRAININGS

- ↔ **Employment Trainee for quality Inspection of Finished Goods to M/s. Samsonite India Ltd. Gonde, Nashik in 20.09.2001-29.12.2002.**

EDIFICATIONS

- ↔ **Graduate in Comers (Accounts, Purchasing & Store Keeping) from KTHM College, Nashik, Pune University in 2000.**
- ↔ **M.com Part – 1 over**

Standard	Year of passing	Percentage %	Name of university	Name of college

B.com	1999-2000	50%	University of Pune	K.T.H.M. College, Nashik
I.T.I (Fitter)	1996-1997	67.50%	University of Y.C.M	Y.C.M, Nashik
I.T.E.S (Fitter)	1996-1997	63.50%	University of Mumbai	Y.C.M, Nashik

Work strength

Personal

- **Good communication skills**
 - Ability to work in team**
 - **Ability to Hard work**
 - **Friendly by nature**
 - **Easily get adjustable with new environment**
- WEAKNESS : AGGRASIVE TO GET THE WORK DONE**

work

- Good knowledge of Excise & Commercial**
- Sound knowledge of Accounts & Logistics Stores activities**
- Working on MS Office**
- Operating knowledge of SAP /ERP**

PERSONAL DOSSIER

Present Address

D-502,divya shruthi residency ,Nr.Kalpataru residency,Vastral,Ahmedabad ,Gujarat –Pin code No. 382418

Sex : Male

Nationality : Indian

Marital Status : Married

Languages : Gujarati,Marathi English, Hindi

Salary expected: As per industry norm or Negotiable

Date of Joining - To be relieved early – I require to pay Three Months Salary – Can Join early if 50% Amount is reimbursed.

Myself

An upbeat, self-assured and ambitious young man. Assertive in nature, clarity in thought, problem solving approach in work and ability to plan and implement. As of my personal side my family is my strength as well as my weakness. Ambition in life is to reach the heights in the field I am working, for which prerequisites would be, honesty, hardworking and determination to success. My so called lesser positive strengths are sensitiveness and my frankness.

Declaration

I consider myself familiar with Excise, Account Stores & Logistics Aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Ahmedabad

(HITESH R.BHATT)