**CURRICULUM VITAE**

****

**KAUSHIK M. LAKHANI**

Near Jalaram Mandir,

Gadu (Sherbaug) – 362255, Dist. Junagadh

Contact: 6354422115, 9998864443

Email : [kaushik.lakhani2013@gmail.com](mailto:kaushik.lakhani2013@gmail.com)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVE:**

Currently looking for a new position in an esteemed organization that would allow me to build my career on my professional abilities, skills and experience and provide me ample scope for new learning and upward movement.

Ambition to establish a career in an innovative and challenging environment wherein I could explore my capabilities and show my competence and in turn assist in the progress of my employer.

**ACADEMIA:**

**CA :** I have passed CA-CPT Exam in Jan-2011. I have also completed Information Technology Training, Orientation

Programme & General Management and Communication Skills-1 Training Programme as per the Regulation of ICAI. I have completed Article ship Training of 3 years.

**M.Com :** I have passed M. Com from Saurashtra University, Rajkot in 2012.

**B.Com :** I have passed B.Com from M.S. University, Baroda in 2008.

**HSC :** Appeared from Shri Krishna Vidhyalaya, Baroda in GSE Board and Passed with first class in 2005.

**SSC :** Appeared from LVB Highschool, Keshod in GSE Board and Passed with Distinction in 2003.

**COMPUTER PROFICIENCY:**

* Completed Online GST Course.
* Completed 100 hours of Compulsory Computer Training Programme as per the regulation of ICAI.
* Working in a fully computerized environment having Proficiency in Windows, Internet and Well-versed with MS Office.
* Functional knowledge of Accounting and ERP packages (Tally, SAP, Miracle and Customized New ERP)

**INTERESTS AND ACTIVITIES:**

* Music
* Sports (Cricket, Chess)
* Reading (Spiritual)

**PERSONAL SKILLS:**

* Managing to complete the work assigned in the allotted time.
* Keeping the track record of work assigned in terms of completion.
* Keen to Learn.

**LANGUAGES KNOWN:**

Gujarati, Hindi & English.

**PROFESSIONAL EXPERIENCE:**

* Working in Everest Starch (India) Pvt. Ltd., at Village Brahmpuri (Vanki), Ta. Sayla, Dist.- Surendranagar. as Sr. Accountant from 12th Jan,2021 to 28/02/2022.

**Job Responsibilities:**

* Maintaining books of Accounts as per the Accounting Standards, Income Tax Act and The Companies Act in the Accounting Software Miracle.
* Handling Entire Day to Day Operation with Implementing New System for Proper Accounting and also holding the Responsibility till the Audit is completed.
* Comparison of the GST Data (i.e. GSTR 2B with GSTR 2A) according to the Books of Accounts with the Online GST Web Portal Data every Month and take follow Up with the Suppliers.
* Preparation of GST Data for Monthly & Quarterly Return and send it to the CA Office for Filling.
* Responsible for manage to analyze the Financial condition and help the company to take the right Financial decisions & give MIS Reports.
* Tax Deducted at Source – Preparation of Details for Quarterly & Annually Returns, Payments and issue of TDS Certificates.
* Preparation of Annual Budget and Scheduling Expenditures.
* Preparation of Board Resolution as and when Required.
* Liaisoning Work with Chartered Accountant, PF Consultant, Banker & Auditors.
* Reconcile Accounts Payable and Accounts Receivable.
* Preparation of Credit Note for Customers as per decided condition every Month.
* Preparation of Provisional Financial Statements of the Company.
* Process and Payment of Staff Salary, Provident fund, Professional Tax on stipulated time.
* Managing vendor accounts, generating weekly on demand cheques and also doing Online Payment.
* Generating Customized Financial and other Reports or statements.
* Maintain Chart of Accounts & Financial Security by following Internal Controls.
* Preparation of Production Report from Production Data which received from Production Department & Accounting the same in Miracle. Also checking Physical Stock & tallied with Books of Accounts.
* And also doing work Like Supportive Supervision, Problem Sharing and Solving Issues.
* Worked in Shree RSSM – Trust - International NGO at Sayla, Ta. Sayla, Dist.- Surendranagar. as Sr. Accountant from 13th July,2017 to 10th Jan,2021.

**Job Responsibilities:**

* Handling the Accounting of RSSM Trust and its other Units – School, College, Eye Hospital, Other Project & Etc. in Tally ERP 9 Software.
* Handling Entire Day to Day Operation with Implementing New System for Proper Accounting and also holding the Responsibility till the Audit is completed.
* Foreign Contribution Regulation Act (FCRA) – Preparation of Details, Filling of Quarterly & Annually Returns.
* Tax Deducted at Source – Preparation of Details for Quarterly & Annually Returns, Payments and issue of TDS Certificates.
* **Developed system for Inward Register (i.e. Payment against Bill & Advance proposal) to till Online Payment with Accuracy**.
* Bill Checking of Construction Work Suppliers and General Work Suppliers and Making Payments the Same.
* Performing accounting activities covering Accounts Payable & Receivable, Daily Cash Report & BRS which accounted the same.
* Looking after the creditors (purchases), returns, credit note and payment to the creditors as on Due Date.
* Preparing All Units payroll register of employees’ and Making Salary for the same.
* Taking care of PF Payment & Liaising with PF Consultant.
* Managing vendor accounts, generating weekly on demand cheques and also doing Online Payment.
* Generating Customized Financial and other Reports or statements.
* Maintain Chart of Accounts & Financial Security by following Internal Controls.
* Interacting with Auditors & Bankers.
* Prepare Budget for RSSM and Other Units of RSSM Trust and Reporting to Trustees.
* Serve as the Lead Accounting associate on several acquisitions.
* Handling Income Tax Related Scrutiny - Preparation of Documents.
* Maintain Bill Inward Register Department wise and Taking Approval for the Same for Payment.
* And also doing work Like Supportive Supervision, Problem Sharing and Solving Issues.
* Worked in Tirth Agro Technology Pvt. Ltd. (Shaktiman), Bhunava, Taluka- Gondal, Dist.- Rajkot, as an Account Officer from 20th October,2016 to 13th June,2017.

**Job Responsibilities:**

* Bill Verification as per rules, keeping of track record and also accounting the same in SAP.
* Analyzing company day to day transaction to complete BRS and for that maintained Excel File for Record.
* Prepare Collection Report which helps for finding out the Customer Code and upload the same by BDC in SAP.
* Doing Entries of Statutory Payment by post with Clearing with particular Bank Out/In.
* Bill Checking of Manpower Suppliers for Statutory Compliances & accurate Billing.
* Performing accounting activities covering Sales receivables, Accounts Payables, Treasury functions and Management Accounts*.*
* A voiding outstanding expense and managing the petty cash.
* Handling ledger accounts and keeping the check for any invoices or payments.
* Checking payroll register of employees & posted the same.
* Managing vendor accounts, generating weekly on demand cheques.
* Prepare documents related to Import payment and Export receipts which are submitted to Bank.
* Reconciliation the Debtors Statement and Co-ordinate with Sales & Marketing Department.

* Working in Jay Acharya & Associates, Chartered Accountant, Rajkot as an Article Assistant from 5th August,2013 to 4th August,2016.

**Job Responsibilities:**

* I have done Statutory Audit, Management Audit, Concurrent Audit, Revenue Audit of Banks, In that some of the Objectives like: -

1. Handled complete Audit with minimal Advice and Direction.
2. Examine and evaluate the effectiveness and adequacy of the internal control systems.
3. Review financial and management information systems, including the electronic banking services and electronic information system.
4. Assisted in Enhancing Audit Work Programs.
5. Perform review of means, techniques, or methods of safeguarding assets.
6. Perform special investigations; and carry out tests on the timeliness and reliability of the regulatory reporting.
7. Planned and supervised the juniors with the Audit Work.
8. Review financial reports and accounting records for accuracy and reliability.
9. Perform review of system applied by the bank in evaluating its capital vs estimated risk.
10. Ensured to Update the Audit Programs and Maintained Continuation after Each Audit.

* I have prepared the Computation of Income Tax the purpose of Income Tax Return Filling Purpose.
* Tax Deducted at Source – Preparation of Details for Quarterly & Annually Returns, Payments and issue of TDS Certificates.
* I have experience of Answer of Income Tax Scrutiny Assessment notice and communication with the Income Tax Department with co-ordination with my Sir.
* I have finalized the Accounts of the Proprietorship Firm, Partnership Firm, Private Limited Companies and prepared the Financial Statements means Trading Accounts, Profit & Loss Account, Balance Sheet, Cash Flow Statements for the purpose of Statutory Audit Report a per The Companies Act and The Income Tax Act.
* I have done Internal Audit & Management Audit of Industrial Unit with some of the Objectives like: -

1. Inventory Optimization & Inventory Control Evaluation.
2. Excise document Management.
3. Worked as Co-Coordinator for NEW ERP Development & Implementation.
4. Salary checking Of Employees.
5. Job work Vendor Bill Checking as per set Guidelines.
6. Bill Checking of Manpower Suppliers for Statutory Compliances & accurate Billing.

* Worked in Kamnath Mudranalaya Pvt. Ltd., Rajkot as an Accountant Assistant from 1st February,2010 to 31st July,2013.

**Job Responsibilities:**

* + Preparation of data of TDS, Service tax & Vat.
  + All kind of Banking Work likes BRS, Making NEFT/RTGS and Making Cheques of Parties etc.
  + Making Sales Bill & Entry of Purchase Bills.
  + Making Outstanding Report for Job work Customers of All units and report to our MD.
  + Reconciliation the Debtors Statement and Co-ordinate with Sales & Marketing Department.
  + Preparation of outstanding Report of All Branches.
  + All kind of Accounting work which is given by Superior.

**PERSONAL MINUTIE:**

**Name :** Kaushik M. Lakhani

**Date of Birth :** 04th May,1988

**Father’s Name :** Maganbhai L. Lakhani

**Age :** 33 Years.

**Gender :** Male

**Marital Status :** Married

**Nationality :** Indian.

**Religion :** Hindu (Lohana).

**Present Add. :** Junagadh.

**Phone Number :** +91 6354422115 / 9998864443

**E-mail Add. :** [kaushik.lakhani2013@gmail.com](mailto:kaushik.lakhani2013@gmail.com)

**Yours Truly,**

**Kaushik M. Lakhani**