

EXPERIENCE

Working as an Assistant Manager in Ramtech Software Solutions Pvt. Ltd. (Since Feb 18th 2019)

Current Responsibilities includes:-

- Income tax cases related works.
- Preparing Reply for Notice U/S – 142(1) & 143(2).
- Assisting in filing reply Relating to DRP & Transfer Pricing Assessment.
- Assisting in filing reply Relating to CIT (Appeal) & ITAT Cases.
- Preparation of MIS Reports (i.e., Outstanding's Receivable, Payables, Comparative Information of Past Financial Years, Budgeting etc.) and report to higher level authorities
- Reconcile accounts with the general ledger
- Handling GeM Tenders and Processing of Bank Guarantees and EMD required for Tenders.
- Perform Internal Audit Procedures to Check Irregularities in Calculation of PF, ESI etc.
- Searching for Appropriate Case Laws Relevant for the Cases.
- Preparing Segmental Report.
- DTAA Applicability related works.
- Balance sheet Finalization of all Branch.
- Prepare Softex form
- Registration of STPI Unit into Non STP Unit
- Claim SEIS & Registration Unit SEPC
- Assist in Filing of Income Tax Return.
- Assist in Completion of Tax Audit & Transfer Pricing Return.
- Compliance Work Related with ROC & Company Laws Matter.
- US Return Scrutiny.
- Scrutiny of Books & get the Correction Done If Required.

Previous Company Details:-

1 years & 5 months Working from SVM & Co. Chartered Accountants Firm I.P Extension, Delhi.

3 years Articleship from Pankaj Khanna & Co. Chartered Accountants Firm Kaushambi, Ghaziabad, Uttar Pradesh.

Major Clients Handled

Statutory Audit

- Mohit Paper Mills Ltd. Bijnor U.P
- Acreaty Managements Consultants (P) Ltd.

Others Many Clients Handled

- Jain Distillery Pvt. Ltd. Bijnor U.P
- M.d. International School (Manorma Devi Memorial Charitable Trust)
- Mohit Petrochemical Pvt. Ltd.
- Gulsan Holding Pvt. Ltd.
- Glitz Modelling Agency in Lajpat Nagar
- Many others Companies, Proprietorship and Firms handled.

Responsibilities includes:-

- Independently Handled TDS, Income Tax, GST, Sale Tax, Service Tax, Statutory Audit, Internal Audit and Roc Related works viz AOC 4, MGT 7, and others also.
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
- Preparation of Bank Reconciliation Statement
- Preparation of MIS Reports (i.e., Outstanding's Receivable, Payables, Comparative Information of Past Financial Years, Budgeting etc.) and report to higher level authorities
- Perform Internal Audit Procedures to Check Irregularities in Calculation of PF, ESI etc.
- Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.
- Finalization and Drafting of Balance Sheet, Cash Flow Statement and Preparation of Various Reports like-Audit Report, Director Reports, form 3CB, 3CD, 3CA and also related many others Annexure.
- Drafting of Projected Balance sheet.
- Filing income tax returns of various clients.
- Online filing of Various Annexure of Sale Tax viz. 2a, 2b and many more.
- Preparation of Credit Monitoring Arrangement Data (CMA) for Financing of Loan.
- Online Payment of Roc Tds, Sale Tax, GST, Service tax, and others.
- Incorporation of New Company.
- Preparation of Bank Reconciliation Statement.
- Vouching of Various Books like purchase book, Cash Book,

	<p>Journal Book.</p> <ul style="list-style-type: none"> ➤ Checking and Verifying Returns of GST/Sale Tax,/TDS,/Service Tax /Excise,/ESI,/PF and Computation thereof. ➤ Compliance with requirement of schedule III and II of the Companies Act, 2013 ➤ Analysis of Debtors and Creditors Ageing ➤ Well Knowledge regarding GST, Service Tax, Excise Law and Custom. ➤ Return Filing includes <ul style="list-style-type: none"> a) GST Return b) TDS Return c) PF, ESI Return (Outsourced) d) Income Tax Return of Company Employees. 														
COMPUTER PROFICIENCY	<p>Well knowledge in MS Excel, MS-Office, Tally ERP.9, Tally 7.2, Busy 3.0 and Internet.</p> <p>Well Knowledge of Software for Income Tax- Webtel, Tds- Sure TDS, Sales Tax and Service Tax. And Online Return filing.</p>														
PROFESSIONAL QUALIFICATION	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CA Final (<i>Dropped</i>)</td> <td style="width: 30%; text-align: right;">: ICAI</td> </tr> <tr> <td>IPCC Group II (<i>May 2019</i>)</td> <td style="text-align: right;">: ICAI (55%)</td> </tr> <tr> <td>IPCC Group I (<i>May 2013</i>)</td> <td style="text-align: right;">: ICAI (50%)</td> </tr> <tr> <td>CPT (<i>December 2010</i>)</td> <td style="text-align: right;">: ICAI (51%)</td> </tr> <tr> <td>Orientation Program</td> <td style="text-align: right;">: ICAI</td> </tr> <tr> <td>Information Technologies Course</td> <td style="text-align: right;">: ICAI</td> </tr> <tr> <td>GMCS Program</td> <td style="text-align: right;">: ICAI</td> </tr> </table>	CA Final (<i>Dropped</i>)	: ICAI	IPCC Group II (<i>May 2019</i>)	: ICAI (55%)	IPCC Group I (<i>May 2013</i>)	: ICAI (50%)	CPT (<i>December 2010</i>)	: ICAI (51%)	Orientation Program	: ICAI	Information Technologies Course	: ICAI	GMCS Program	: ICAI
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PERSONAL DETAILS	<p>Date of Birth :- 29.03.1990</p> <p>Father's name :- Mahender Kumar</p> <p>Languages known:- English, Hindi.</p>														
PERSONAL STRENGTHS	<p>Quick Learner.</p> <p>Work under Pressure.</p> <p>Ability to prioritize, work on multiple assignments.</p> <p>Punctual and Disciplined.</p> <p>Cooperative, Positive Attitude.</p>														

Date:

Place: New Delhi