

# **PUNIT KASHYAP**

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11, Ram Manglik Bhavan, Sikh Mohalla, Indore (M.P)

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## **CAREER OBJECTIVE**

I am a diligent, confident and result oriented person who has a sense of loyalty and courage. My assets are my determination to succeed and my desire to learn. I believe to work as teamwork and adding value to my role in the organization.

## **ACADEMIC QUALIFICATION**

- **MBA in Finance Management** From Mewar University of Pune.
- Completed **Post Graduation in Commerce (M.com)** from DAVV University, Indore, India
- Completed **Graduation in Commerce (B.com)** from DAVV University, Indore, India.

## **PROFESSIONAL WORK EXPERIENCE 9 YEARS**

**Company:** DP World (Mumbai)

**Period:** From Dec. 2018 – at Present.

- Manage Accounting function: A/P, G/L.
- Dealing with external parties such as audit firms, banks and the Revenue Department.
- Specifically in charge of consolidated accounts, income tax, and external auditors relationship.
- Assist in development and implementation of new procedures and features to enhance the workflow's efficiency and process improvement.
- Preparing accounting reports for submission to management.
- Prepare Account reconciliations, vendor invoices and journal entries.
- Coordinate and manage allocation activity amongst multiple business units.
- Review fixed assets activity.
- Preparation of Final Accounts.
- Filling GST Returns, Filling TDS Returns.
- Bank Reconciliation on day to day basis & ledger Account Reconciliation, Making outstanding detail & follow-up.
- Handling Banking operations day to day Accounts in ERP. Petty Cash Management & Cash Book Reconciliation.
- Working capital management and preparation of monthly and annual cash flows.
- Preparation of various reports & summary for Management Information Systems [MIS]
- Generating Sales Invoices, Client & Vendor Interaction & Making follow-up for Payments.

- Making Reports as per Management Requirement.

**Firm:** CA Girish P Jain & Co.,(Mumbai)

**Period:** From Feb. 2016 - Dec-2018

- Individual/ Companies Income tax Return filling.
- Filling of TDS return.
- Tax Audit.
- Maintenance of day to day booking of expenses in Cash Books, Ledgers & Bank Accounts to various clients.
- Finalization of the accounts.
- Assessment for First appeal and CIT Appeal.

**Firm:** CA Rajendra Goyal & Co. Indore (M.P.)

**Period:** From March – 2011 to Jan. 2016

- Individual Income tax return filling of clients.
- Assisted in Scrutiny and Appeal Matters.
- Assessment for First appeal and CIT Appeal.
- Preparation of paper book to be filed before ITAT for various client.
- Preparation of Balance sheet of the audited clients.
- Draft audit reports for review by the lead auditor and Senior Managers.

### **IT SKILLS**

Well versed with MS Office, Knowledge of Tally ERP, Win –Tax, Web X-Press, Real Book, used-Finacle, Tally.

### **AREAS OF INTEREST IN ACADEMIC**

Accounts, Strategic Financial Management, GST, Advance Management Accounting, Direct Tax, Audit,.

### **HOBBIES**

Listen Music, Watch Movies & Cricket & Web Series.

### **PERSONAL INFORMATION**

- Father's Name : Mr. Natwar Lal Kashyap
- Mother's Name: Mrs. Urmila kashyap
- Marital status : Single
- Date of Birth : 20/09/1988
- Permanent Address: Datta Mandir, Mali Kunwa, Khandwa (M.P.) 450001