#  RAJAT PAREEK

**Mobile: +91 7202007274****Email**: vyasrajat7@gmail.com **Current Location : Silvassa (U.T. Of D.N.H.)**

 **Tally Enteries ● GST Audit ● Balance Sheet ,P&L,Gst Registration,Gst Enteries,**

**● Income Tax Audit\*Epfo Return**

Desire to work in a challenging and learning environment that provides ample opportunities to contribute and grow personally and professionally

### Synopsis

* Possess keen understanding and significant experience in managing and handling income tax audit for the various firms and companies
* A result-oriented professional with experience in Tax audit, VAT audit & Taxation during articleship.
* An effective communicator with excellent interpersonal & Analytical skills.

### Career Profile

* **M/S N Poddar & Associates**

***Sr. ACCOUNTS EXECUTIVE (May 2015– Till now)***

### Audit Experience

**Company**: N Poddar & Associates, a leading firm in Silvassa, Established Since 2008.

**Role**: Working as Sr. Accounts Executive

**Responsibilities**:

* Preparation of Audit programme and planning of audit for various firms
* Conducting audit of
	+ - * Sales
			* Purchases
			* Cash Payments/Receipts
			* Debtors Verification
			* Creditors Verification
			* Gst Returns
			* Service Tax Returns
			* TDS Returns
			* Excise Returns
			* Customs
			* Trade/Non Trade Bills
			* Stock Verification
* Ensuring timely compliance of all the statutory liabilities of the assessee.

### Firm Experience

* Conducted concurrent and Statutory Audit of various Banks.
* Conducted Tax Audits & Vat Audits of Proprietor ship firms, Partnership firms and Companies.
* Return Filing of Direct and Indirect Taxation.
* Consolidation of Final Accounts.
* Statutory company Audits of Private and Public Companies including preparation of Audit reports accordance with CARO.
* Assisted in project financing.
* Provided Tax Planning Services.

### Educational Qualification

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| --- | --- | --- | --- |
|  **Examination** |  **Institute** |  **Year** |  **Percentage** |
|  M.com |  Shekhwati university |  2016 |  55.50% |
|  B. Com |  RajasthanUniversity Jaipur |  2015 |  50% |
|  Senior Secondary |  BSE Rajasthan |  2012 |  67.00 % |
|  Secondary |  BSE Rajasthan |  2010 |  60.50 % |

### IT Skills

* Working experience of Accounting Software-Tally.
* Operating knowledge of MS-Office.
* Well conversant with Internet Applications.
* Operating knowledge of MS-Excel

### Achievements

* Awarded RS-CIT purshakr for 10Th Standard & 12th Standard
* Always secured top three position during my academics
* Participated and won various cultural activities and debate competitions at school level
* **Extra Curricular:**
* Acted as Master of Ceremony for various school programmes

### Personal Particulars

Date of Birth : 11th Nov. 1995

Permanent Address : Ward no.19. Tiwariyon ka Mohalla, Khandela, Sikar(Raj.)

Current Address : A1, 208, Yogi Hills, Near Balaji Mandir, Amli, Silvassa, UT of (D.N.H.)

Language : English and Hindi

Nationality : Indian