# 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