

PUNEET KEDIA

B-304, Anurag CHS LTD., RNP Park, Near Mother Merry High School, Bhayander (E) Thane (Dist.). PIN-401105. Mobile no: - 9920436029

Email : - puneetkedia6@gmail.com

Date of Birth: 06th Aug 1990.

CAREER OBJECTIVES

To utilize my skills and abilities in the organization that will offer professional growth being resourceful, innovative and flexible as an asset to the company with continuous learning of new technologies.

SUMMARY OF KEY SKILLS & EXPERIENCE

years of experience in Accounts and good knowledge in Finalization of Balance Sheet independently. Managing & Coordinating with Internal, Statutory & Tax Audit. Creditors Management, Strategic Financial Planning.

EDUCATIONAL QUALIFICATIONS

B. Com	2011	Rajasthan University
Higher Secondary	2008	Ajmer Board, Rajasthan
Secondary	2006	Ajmer Board, Rajasthan

PROFESSIONAL QUALIFICATIONS

1. Computers – Tally ERP - 9, SAB
2. Computers – Ms Office, Microsoft Word, Excel.

WORK EXPERIENCE

2017 – At M/s. SOLINO INTERNATIONAL PRIVATE LIMITED. VASAI.

(Manufactures & Traders of Shirting & Suiting)

- Working Accounts & Finance Manager November 2017)

Professional achievements: -

- 1 Management Reporting: Preparation of monthly management information reports including company financial performance comparison to budget
- 2 Responsible for managing and administrating the organization's finance and accounts including budget preparation and periodic review,
- 3 MIS reporting, accounts receivable and payable,
- 4 Fixed Asset accounting, revenue accounting and compliance,

- 5 Ensuring financial control and compliances in the areas of accrual expenses,
- 6 Preparation of revenue reports, direct expense report and monthly financials,
- 7 Finalization of accounts dealing with statutory auditors for audits & annual reports preparation,
- 8 Procedural and legal compliance relating to various direct and indirect tax legislations
Responsible for Direct Tax & Indirect tax, timely filing of Statutory Returns & their payments,
- 8 Filing of GST / TDS & Income Tax Returns

2014 – At M/s. MAGIC KRAFT PRIVATE LIMITED.

(Manufactures of Display Furniture)

- Working as Account Assistant (May 2014 to Oct. 2017)

Professional achievements: -

- 1 Accounting hygiene and review of schedules pertaining to direct and indirect taxes on monthly basis,
- 2 Closely coordinate with the Accounting and Taxation team members to Maintain all records, accounting, filing and interacting with the relevant departments.
- 3 Filing of GST / TDS Returns,
- 4 Engaged in monthly budgeting & budgetary controls,
- 5 Working closely with Immediate Seniors and consultants pertaining on matters related to Direct and Indirect Taxes as they relate to the company
- 6 Maintain and Update books to reflect proper and correct position of tax related entries and proper reconciliation with tax records to be maintained from time to time per requirements of Income Tax, Sales Tax, other related taxes,
 1. Management Reporting: Preparation of monthly management information reports including company financial performance comparison to budget.
 2. Controlling the General Ledger activities by Scrutinizing the ledger accounts periodically,
 3. Handling Internal & Statutory audits, Tax Auditor, and Finalizing of Balance Sheet.
 4. Reconcile physical stocks and book stocks on monthly basis and where necessary take corrective action,
 5. Filing of Excise, Service Tax, Vat Returns.
 6. Finalizing of Balance Sheet,
 7. Ensure timely payments & returns of all statutory liability,
 8. Controlling overall accounting function comprising accounts payables, accounts receivables, debtor's analysis, accounts reconciliation, accounts analysis etc.,

August 2012 – April 2014 – At M/s. Mahindra Tiwari & Co. Chartered Accountants, Bhayander, Mumbai.

Worked as Accounts and Audit Assistant.

Roles and Responsibilities: -

1. Writing Manual Accounts books as well making entries in computers,
2. Preparation of Trial Balance, Bank Reconciliation Statement, Making Closing Entries, Assist in Statutory Audit, Assist in Assessments work of Income Tax & Sales Tax,
3. Auditing.
4. Filing of Excise, TDS, Service Tax, Vat & Professional Tax Returns.
5. Tax Audit

Hobbies

1. Playing Cricket
2. Reading of holy book

{ Puneet Kedia }

Location : - Bhayander.

Date : -