PavanKumar.D

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***Career Objectives***

To explore in new areas and work in the field of finance and Taxation in a well-recognized organization that help me to enhance my knowledge, skills and also to grow along with the organization and to put my financial reporting and planning skills to good use.

***ACADEMIC PROFILE***

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| **Course** | **Board** | **Year** | **% of marks secured** |
| CA | ICAI | 2020 | 58% |
| B.Com (A&F) | IGNOU | 2017 | 1st Division |
| 12th | Board of Intermediate Education | 2011 | 95.7% |
| 10th | Board of Secondary Education | 2009 | 89.4% |

***Work Experience*** :

**Y.T.Gandhi & Associates, Bangalore, India November 2018 - Present**

***Assistant Manager – Accounts and Taxation***

Key Deliverables

* Responsible for entire Accounting and to Comply statutory requirements of the company and Control over the companies’ accountants to maintain the accountability and responsibility of the day-to-day Operations.
* To prepare quarterly financial statements of the company
* Prepare and Analyze cash flow statement and suggest effective method to increase the profitability of the organization
* Maintaining the Payroll statements
* Provided Advisory/opinions on applicability of GST on each and every bill of import of services and Goods
* Preparing and filling of GST returns, GST Refunds & GST AUDIT
* Compliances with Advance tax & TDS matters including calculations, timely deposit of taxes
* Preparation for regular Scrutiny Assessment cases and complying with the notices issued by Income Tax Department and GST department
* Filing of PF returns, ESI returns, TDS returns and PT returns
* Survey operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.

**Venkatesh & Ram, Bangalore, India April 2014 to March 2018**

***Audit Assistant***

Key Deliverables

* I have handheld Income Tax E-Filings for Individuals, Partnership Firms including LLP and Companies.
* Independent Maintenance and Finalization of books of accounts of companies. Scrutinizing sundry creditors & debtors.
* Branch accounts & reconciliation with head office Books. Application of accounting standards and auditing standards.
* Preparation of Bank Reconciliation Statements.
* Finalization of annual accounts in consonance with Accounting Standards and various requirements of revised Schedule VI under Company Law along with notes to accounts, director's report and auditor's report.
* Represent clients before tax authorities and provide support during litigation involving financial issues.
* Confer with taxpayers or their representatives to discuss the issues, laws, and regulations involved in returns, and to resolve problems with returns.
* Determine appropriate methods of debt settlement, such as offers of compromise, wage garnishment, or seizure and sale of property.
* Review data about material, assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
* Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
* Filed tax returns and prepared governmental reports in compliance with strict standards. Preparation of Bank Reconciliation Statement
* Coordinating with Account Manager for filing the monthly statutory returns.
* Coordinating with VAT department for various assessments
* Coordinating with Service Tax department for various assessments
* Preparation of monthly P&L accounts
* Petty Cash management

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| --- | --- |
| **Description of Major Clients Handled** | |
| **Engagement (Industry)** | **Responsibilities** |
| Protech Controls Pvt. Limited  (Manufacture of home interior parts) | Review data about material, assets, net worth, liabilities, stock, surplus, income, and expenditures.  Finalization of annual accounts in consonance with Accounting Standards and various requirements of revised Schedule VI under Company Law along with notes to accounts, director's report and auditor's report |
| ORIGIN Pvt. Limited (Information Service Provider) | Lead the engagement team over the division and was part of the engagement team that was part of statutory audit of the company.  Major arears handled included:   * Management discussion and analysis. * Revenue * Tax compliances |
| Ahuja Continetal Private Limited (Manufacturer of Cycle Tyres &Tbues) | Was part of the process GST audit engagement. The areas handled included,   * GST Reconcilliation * GST Refunds * GST Audit and filing of Annual Returns. |
| MY VAN Pvt.Limited- (wholesale dealer) | Responsible for entire Accounting and to Comply statutory requirements of the company and Control over the companies’ accountants to maintain the accountability and responsibility of the day-to-day Operations |
| Poorva Mitra Private Limited (Construction company) | Was part of the engagement team that was involved in tax audit of the  company. |
| Neonatal Care & Research Institute Private Limited (Ovum Hospitals) (Healthcare) | Lead the Internal audit of the company. Major arears handled included:   * Revenue and Inventory * Doctor Payouts * Tax compliances * Fixed Assets * Lead the engagement team over 3 units across Bangalore for Inventory Audit of the company. |
| Anjaneya Infrastructure Pvt.Limited  (Healthcare) | Major arears handled included:   * Filing of monthly Statutory returns. * GST filings and tax compliances * Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning |
| Distek Automation Pvt.Ltd  (wholesale & Retail dealer) | Was part of the engagement team that was involved in,   * Setting up the accounting cycle and controls of the company. * GST filings and tax compliances. * Filing of PF returns, ESI returns, TDS returns and PT returns |

**Computer Skills**

* Application Software: MS Office.
* Accounting Software: Working Knowledge of Tally ERP 9, Quick books, and Other Customized Accounting Software.
* Taxation Software: Win man TDS, Win man CA ERP.

DECLARATION:

I hereby declare that the above mentioned details are true to best of my knowledge and belief

Place: Bangalore Date: 15.03.2021