

# **Curriculum Vitae**

## **RACHIT ASHTT**

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Father's Name : Sh. Virender Kumar Verma  
Date of Birth : 14<sup>th</sup> Aug, 1990

### **CAREER OBJECTIVE**

To work for organization that believes in setting standards and can utilize my talent of the optimum Level and have a concern of the employ and itself at the maximum.

### **WORKING EXPERIENCE**

1. **Organization : MG Housing Pvt. Ltd., Connaught Place, New Delhi**  
Designation : Assistant Manager-Accounts & Taxation  
From Apr 2021 to Present

#### **Job Responsibilities:**

- Branches & Intercompany reconciliations
- Salary Preparation & Reconciliation.
- Payment Reconcile against Invoice, against Debtors and creditors
- Finalize Books of Accounts (Profit & Loss, Balance Sheet & Notes to Accounts)
- Preparation of TDS , GST summary, ITC Reconciliation with GSTR2A
- Reconciliation of TDS , GST and Chart of Accounts
- Preparation of TDS Certificates File Download Form 16, 16A & Form 16B.
- Online filling of correction statement on Traces.
- Reconciliations of Balance Sheets, Profit & Loss Accounts
- Period End Closing Transactions

2. **Organization : Dakshaa Infrabuild Pvt. Ltd. Gurgaon, Haryana.**  
Designation : Assistant Manager-Accounts  
From May 2019 to June 2020

#### **Job Responsibilities:**

##### **Accounts & Return related**

- Branches & Intercompany reconciliations
- Salary Preparation & Reconciliation.
- Payment Reconcile against Invoice, against Debtors and creditors
- Finalize Books of Accounts (Profit & Loss, Balance Sheet & Notes to Accounts)
- Preparation & Reconciliation of TDS , GST summary, ITC Reconciliation with GSTR2A
- Preparation of TDS Certificates File Download Form 16, 16A & Form 16B.
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3. **Organization** : **Rajesh Projects India Pvt. Ltd. Netaji Subhash Place** New Delhi.  
Designation : Assistant Manager  
From Jun 2018 to May 2019

## **Job Responsibilities:**

- Maintaining All Accounting voucher on Daily, weekly and Monthly Basis.
- Branches & Intercompany reconciliations
- Salary Reconciliation.
- Payment Reconcile against Invoice, against Debtors and creditors
- Finalize Books of Accounts (Profit & Loss, Balance Sheet & Notes to Accounts)
- Handled 26AS Reconciliation.
- Preparation & Reconciliation of TDS , GST returns
- Preparation of filed quarterly TDS Returns (24Q, 26Q, 27Q) Company and Employees including proper deposition of TDS.
- Project Accounting for RG luxury homes, RG residency at Noida.
- Dealing in Assessment & Refund cases for litigations procedures.
- Liaisoning for the procedure of loan submission related documents

4. **Organization** : **VXL Realtors Pvt. Ltd. Yusuf Sarai** New Delhi.  
Designation : Assistant Manager  
From July 2015 to Feb 2018

## **Job Responsibilities:**

### **A. Accounts & Return related**

- Maintaining All Accounting voucher on Daily, weekly and Monthly Basis.
- Responsible for handling Invoicing of all accounts including preparation and submission.
- Preparation of Maintain Bank Reconciliation and Reconcile of Debtors & Creditors.
- Finalize Books of Accounts.
- Handled 26AS Reconciliation.
- Preparation of Reconciliation of TDS and Service tax
- Preparation of filed quarterly TDS Returns (24Q, 26Q, 27Q & 27EQ) Company and Employees including proper deposition of TDS.
- Preparation of TDS Certificates File Download Form 16, 16A & Form 16B.
- Online filling of correction statement on Traces.

## **Professional Skill:**

- Knowledge of Tally (7.2, 9.0, ERP 9) Software, Far vision Software, Marg etc.
- Good Knowledge of GST LAW, Company Law, Income Tax Act.
- Knowledge of Ms-Office

5. **Organization** : **Naresh Kumar Bansal & Company** Chartered Accountant, C.C Colony Delhi.  
Designation: Article Assistant  
From Apr 2013 to Apr 2016

## **Job Responsibilities:**

- Preparing & Maintaining Book & All Accounting voucher of Firm & Companies.
- Preparation of Maintain Reconciliation of Debtors & Creditors

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- Handled Internal Audit & Stock Audit of various companies.
- Preparation of Reconciliation of TDS, Service tax and VAT
- Calculation of Vat computation (Input & Output).
- Filing of D-Vat Return including submission of various annexure.
- Handled Mismatch report and Return Revised.
- Preparation Form Issue : Form-C, Form-F and Form-H
- Handling Capital Gain Income & Payments
- Online filling of correction statement on Traces.
- Preparation of TDS Certificates File Download Form 16, 16A & Form 16B
- Computation of total income, Preparation and Filing of Income Tax Returns of Individual, & Firms

## **Professional Skill**

- Knowledge of Tally 7.2, Tally 9.0 and Tax ERP.9 Software.
- Knowledge of TDS, GST and ROC
- Knowledge of Ms-Office ( with advanced excel formulas)
- Knowledge of K.D.K Software Spectrum, Webtel, Busy, Marg.

## **ACADEMIC QUALIFICATION**

<b>Class</b>	<b>University</b>	<b>Year In Graduated</b>
10 <sup>th</sup>	CBSE Board, New Delhi	2004 - 2005
12 <sup>th</sup>	CBSE Board New Delhi	2006-2007
B.COM	Delhi University	2007-2011
CA-IPC	ICAI	2016
M.COM	IGNOU	2018

Co-operative and understanding nature committed to words the assignments given to me ability to work independently as well as in team in challenging project environment.

**Date** : \_\_/\_\_/\_\_

**Place** : New Delhi

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