

DEVRAJ ANTHWAL

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PROFESSIONAL SYNOPSIS

- Rich and insightful experience of over a decade (10+ years) in Sr. Accounts Executive, Finance & Legal Assistant using various Mfg, Consultancy & Service Industries.
- Since 1st Feb 2005 with M/s NNE Pharmaplan India Ltd, New Delhi as Sr. Accounts Executive
- Effective team leading & interpersonal skills with strong analytical and problem solving abilities.
- **GST Knowledge ---GST MIGRETION, New Registration, Cenvet credit Balance on last return transfer to Form No. GST TRAN-1, Valuation rule, Transition Provision, RCM Rule, Making invoices, HSN & SAC Code under GSTN etc)**

ORGANISATIONAL EXPERIENCE

Presently 18th June 2016 to till date spearheaded functions as Paid Accounts Executive with **M/s. Vohra Sahani & Associates (Chartered Accountants)** at Bhikaji Cama Place, New Delhi –

Worked at Client Site

- 1) Kanwal Duroparts (Hongkong) Pvt Ltd
- 2) Techno World PTE Ltd
- 3) G.N.Ventures

Accounting, Direct & Indirect Tax –Profile

- Sale, Purchase, Journal Entry, along with Debit Note & Credit Note
- Input & Output Provisions.
- GST Monthly online Payment
- Preparing & submitted Monthly GSTR-3B Return (G.N.Ventures)
- Preparing & submitted Monthly GSTR-1 (G.N.Ventures)
- Maintaining Expenses records and payments to creditors after verifying the actual bills
- Monthly Salaries & disburse after TDS
- TDS Calculation, Return & Generate 24Q, 26Q & 27Q on webtel Software
- Inter Company Reconciliation, under USD to Sing\$, RMB Accounting
- Finalisation Books of accounts, Provisional Balance Sheet before External & Internal Auditor
- Income tax Return Filing – Proprietorship, Partnership firm
- Company Auditing –as Companies Act 1956 Under with CA
- Tax Audit for proprietorship, Partnership firm, HUF u/s 44ab

Since 9th June 2015 to 15th June 2016 with Nightingale Institute of Nursing (Education Society of Nursing College) as Accountant –

Accounting & Direct Tax –Profile

- All books of accounts & statutory Liabilities handle –like contract & Professional TDS Payment.
- All Student fees collection & entered in the books
- Preparation of Staff Salary & disbursement (via Cheque & Cash)
- Cash Handle (fees collection from Students)
- Banking Transaction – RTGS & NEFT Payment to vendors.

1st Feb 2005 to 31st May 2015 with M/s NNE Pharmaplan India Ltd. (NPIL) as Sr. Accounts Executive & Admin. NPIL is a leading consultant for Pharmaceutical of Multinational services Industry operating worldwide.

Finance & Accounting -Profile

Direct Tax, (Income tax & Withholding Tax)

- Payment to vendor & Entry in tally erp 9 – u/s 194C, 194J, 194I, 194H
- Knowledge of TDS Return through Return Preparation Utility (RPU) file 24Q, 26Q & 27Q
- Preparation & Submission of TDS returns / Service tax returns on Quarterly & half yearly basis & issue of Form 16 & Form 16A accordingly
- Payment to Foreign Party Remittances – u/s 195, Issued Form No.15CA & Form No.15CB

Indirect Tax, (Service Tax)

- Preparing & Filing of Service Tax (Cenvat & Service Tax input Credit)
- Reverse charge Mechanism – Manpower, Legal, Security, Work Contract etc
- Point of Taxation rule against Invoice issued to Party
- Service tax Deposit – Under GAR 7 Challan

Books Keeping & Maintained Audit of u/s -44AB

- Overall General Accounting in Books of Accounts i.e. staff Expenses, Imprest, Bank, Cash, Contra, Foreign Imprest, Journal, etc
- Supported Internal and External Statuary (PWC) audit -44AB reviews.
- Knowledge of MIS Report.
- Issues Debit Note to Client, Petty Cash Handing
- Accounts Payable & Receivables and Bank Reconciliation in Tally 9, Branch & HO reconciliation.

Additional Knowledge -

- Co-operation to HR to Preparation of Salary to Staff, Handling of Cash & disbursed of Salaries.
- PF / ESI Co-Ordinate with Consultants
- Maintained Employees Yearly Investment proof, 80C, 80D, Repayment of the Principal & Interest amount of Home Loan (u/s 80c, Section 24- Interest on Home Loan, LTA & Medical Proof
- Court Case – if Employees file the case against Company, U/s 138- (Cheque Dishonor) (Co-Operate with Lawyers, Keep Record, hearing date in court with Lawyers etc)
- Administrative work

1st December 2002 to 31st January 2005 with M/s Sanya Automobiles (P) Ltd. as Cashier cum Assistants Accountant is dealer of TATA Motor Ltd.

Contributions:

- Cash Handling
- Day to Day Accounting
- Bank Reconciliation on Tally 5.4
- Follows up payment

August 2001 to April 2002 with M/s Jai Ambe Mfg Co. as Assistants Accountant is Export & Import Company.

Contributions

- Day to Day Accounting
- Party Reconciliation
- TDS returns Quarterly & half yearly basis.
- Bank Reconciliation on Tally 5.4
- Bank Related work i.e. Documentation etc

Sept. 1998 to June 2001 with Jaipan Industries Ltd. As Assistants Accountant is manufacturing of Home Appliances like Grinder, Fry pen, Tava, Rot maker etc.

Contributions:

- All Books entries like purchase, sales etc.
- Preparation of Sale Invoice.
- Handling petty cash & day to day Cash/ Bank entries
- Bank Reconciliation
- Party Reconciliation
- Handling of personnel matters

ACADEMIC CREDENTIALS

- B.Com (Pass) 1998 from Mumbai University.
- M.Com (Pass) 2002 from Mumbai University.
- L.LB (II Division) 2008 from CCS University.
- Pursuing CMA-Inter from Delhi
- Six Month diploma in Computer & Taxation

OTHER SKILLS

- Have knowledge of personnel department functions (Attendance, Salaries, E.S.I.C. & E.P.F.) Fully functional computer related skills :
 - Operating System WINDOWS (95,98,2000 & XP, Vista)
 - MS-Office (MS-Word, MS-Excel- (Pivot Tables, V lookup etc) MS-Power-Point, MS-Project -2007)
 - Expert in Tally (All Version), Page Maker, Corel Draw, Word-Star, Lotus etc.

PERSONAL DETAILS

Date of Birth	20 th May, 1978
Contact Address	H-60, 3rd Floor, Arjun Nagar, Safdarjung Enclave, New Delhi -110029.
Father's Name	Shri Ghanshyam Anthwal
Nationality	Indian
Languages known	English, Hindi, Marathi, Garhwali
Marital status	Married
At Present Salary	4.00lacs
Expectation Salary	Negotiable