

Suhail Khan

Bara Hindu Rao,
Delhi-6

Mob No.	8383979990
Email ID	skhan.kd@gmail.com

Personal Profile

I have completed my Graduation - B. Com (Hons.) & Currently Pursuing CS, and making Endeavour to build the career in Accounting, Taxation & Financial Compliances Field.

Which Requires Implication of Various Laws Including: -

1. Companies Act 2013
2. Income Tax Act 1956
3. GST Act 2017
4. The Basics of Labour Laws

Workings

1. Aura Emanating Teknology Pvt. Ltd. (from Jan 2021 to till date)

The Company is working in Information Technology field and provides hardware and AMC, Network Audit Services, etc. to their clients.

The major clients of this company include: -

- National Centre for Medium Range Weather Forecasting (Govt.)
- India meteorological department (Govt.)
- HCL

PROFESSIONAL PROFILE: -

Presently working as an Account Executive where different functions are carried

Job Responsibility: -

Accounting - Preparing Books of Accounts on Tally ERP-9

- Maintaining General Ledgers, Party Ledgers, Sales Ledgers and Purchase Ledgers, Bank and Cash Ledgers.
- Account Payable and Receivables & reconciliation of vendors' Accounts.
- Preparation of Bank Reconciliation Statement.
- Voucher entries

Taxation and Returns

GST Compliances

- GSTR-1 & GSTR-3B Returns (Monthly)
- GSTR-2A (ITC Reconciliation)
- GSTR-7 (GST @ 2% Acceptance & Reconciliation of Deductions by PSU's)
- GSTR-9 (Annual Return with Auditor of the Company)

Income Tax & TDS Compliances

- Deduction of TDS (Including Salaried and others) of Indian and Foreigners Parties and depositing it
- Filling Quarterly TDS Returns. (24Q + 26Q + 27Q)
- Tracking Company's TDS Deducted by clients
- Finalization of Books of Accounts and coordinating the Auditor in Audit

Companies Act 2013 - Compliances

Labour Laws Compliance

- Deduction PF and ESI and Filling Returns Thereof
- Complying and taking due care throughout the year while appointment of employees.

2. MARG AND ASSOCIATES [Company Secretaries] (from July 2018 to Dec 2021) (Near Jhandewalan Metro Station)

Gained there from lot of knowledge w.r.t. Company's Act compliance, Income Tax Act, GST Act. Etc. Learnt here from: -

- Incorporation of Company
- GST Registration, Returns & other compliances
- PF and ESI Registration & Returns and
(Dealing with Authority for related matters filing of reply to notices and representations etc.)
- Income Tax Returns (ITR – 1, 2, 3 & 4)
- IEC Code related Matters
- NSIC and MSME Registration
- And many more.

Have also learnt here from correct ways of Interpreting and complying with Laws and the CA members here taught me the proper ways of accounting and book keeping and Handling the Taxation Matters, replies of notices and many more

Education & Qualification

Qualification	Year of Passing	Institute / Academy
10 th & 12 th	2014 & 2016	From CBSE
B. Com (Hons.) - Graduated	2019	From University of Delhi

SOFT SKILLS & ATTRIBUTES:

- Tally ERP-9 & Busy
- Photoshop - Basics
- MS Office (Including Advanced Excel)
- Typing Skills

PERSONAL DETAILS:

- **Date of Birth** : **02-Nov-1997**
- **Address** : **6927, Ahata Kidara, Bara Hindu Rao, Delhi – 110006**
- **Marital Status** : **Unmarried**