

# Curriculum Vitae

## CA SURAJ AGGARWAL

M Com, B.Com(Hons)

**Residential Address:** 27, Guru Angad Nagar Extension, Nirman Vihar, Delhi-110092

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### Career Objective

To give my level best to the institution I work with. To work with the organization that provides a friendly environment with good career opportunities. My objective is to learn all the aspects of my job in an organization.

### Professional Experience

- **Finance Controller at DEPO SOLUTIONS PVT LTD (DEPO24-a start-up Co.)**  
(Construction Materials) Mayur Vihar, New Delhi 110091  
From June, 2023 to to September, 2024
- **Finance Manager at SALT Group (salt.one)**  
(Fintech Startup Company) Bangalore 560015  
From June, 2021 to May, 2023
- **Finance Manager at MBTC IntraFurnish Pvt Ltd (E-Commerce)**  
(Furniture Manufacturing Company) Karol Bagh, Delhi 110055  
From June, 2019 to April, 2021
- **Accounts Executive at Arun Manufacturing Group**  
(Manufacturing Wire/Cable) Shahdara, Delhi  
From June, 2016 to October, 2018
- **Article Assistant at NITIN MITTAL & CO. (Chartered Accountants)**  
South Extension, Delhi from October 2012 to March 2016.

**Major Accounting and Auditing Assignments handle (including preparation of Financial Statements & Computation of Taxes) as follows:**

Industry/Sector	Name of Company/Group	Role & Responsibility
Chemical Manufacturing Co.	Motherchem India Pvt Ltd	Accounts Executive <b>(1 Year)</b>
Manufacturing/ Trading (Electrical Items)	Crossways Vertical Solutions Pvt Ltd	Accounting, Invoicing, Finalization & Stock Verification
Education and Training	Jain Modern School & Jain Shiksha Samiti (Trust)	Vouching, Finalization of Accounts, Internal Audit
Banking Sector	State Bank of India	Statutory Audit
Banking Sector	Canara Bank, Allahabad Bank, Andhra Bank, Punjab & Sind	Concurrent Audit, Stock Audit
Trading (Lubricant oil)	Jindal Sales Company (Group)	Finalization & Tax Audit
Pharmaceutical	Biosage Enterprises	Accounting, Invoicing, Finalization, Stock Audit

## **Work Profile**

### **The work profile involves:**

- Planning, understanding the client business activities and its environment.
- Performing analytical as well as substantive procedures on account balances and transactions to consider and address the different types of potential misstatements that may occur.
- Computation of taxable income of Companies and review of tax provisions.
- Ensure proper compliance of the applicable laws to the company with respect to Income Tax, TDS, PF, ESI and GST.

## **Work Done:**

### **Transaction Processing, MIS & Finalization of Accounts**

- Book keeping, Accounting & Preparation of Different MIS Reports
- Working Experience of ERP Softwares – Xero, Tally Prime, Tally ERP-9.0, BUSY18, Spectrum, Quick Books, Zoho Books.
- Finalization of Accounts, Manage office Administration Activities, Banking Correspondence, Petty Cash Handling/Imprest A/c & Check Credit Card Transactions.
- Managing day to day transactions/queries, General Ledger Preparation, Inter-Branch Reconciliation & Invoicing with proper documentation.
- Conducting Quarterly Review of reports & Data backups
- Vouching, Bank Reconciliation, Vendor Reconciliation, Issue of Debit/Credit Note, E-mail Correspondence, Balance Confirmation & Payments follow-up/Reminders.
- Inventory Management, Managing Accounts Payable & Accounts receivables
- Use of MS Office for Preparation of Invoices, Data, Monthly MIS Reports as per required by Management.
- MSME Registration, Trademark Registration Online
- Support Internal & External Audit Requirements
- Use of Advanced MS Excel skills including Filters, VLOOKUP and Pivot tables etc.
- Working experience of managing a team of 5-6 members in Finance & Accounts Department

### **E-Commerce Portals**

- Managing Accounting & Reconciliations of Various E-Commerce Portals (including payment Gateways) i.e. Amazon, Flipkart, Cloudfare, Tata Cliq, Indiamart, Razorpay, Shiprocket, Paytm, CC Avenue, Swiggy, Zomato, Uber, IndustryBuying Etc.
- knowledge of working and generation various reports from Ecommerce Portals, Inventory Management & maintain records
- Preparation of Various MIS Reports of the E Commerce Data
- Coordinating with Customers/Vendors & respond to their queries

### **Budgeting, Forecasts, Financial Analysis & Variance Analysis**

- Prepare Budget, Forecasts, Fund Flow and Cash flow Statements
- Cost Accounting, Cost Control Procedures & Cost Reduction proposals
- Preparation of Due Diligence Reports
- Project Funding and Financing
- Knowledge of E-tender documentations & Purchase Order preparations

### **Bank Audits**

- Work Experience in Banking Softwares - Finacle, Flexcube, Bancbox etc.
- Statutory Audit and Concurrent Audit of banks- SBI, Canara Bank, Punjab & Sind, Allahabad Bank, Andhra Bank
- Scrutiny of KYC A/cs, Loan A/cs, Cash Credit & Overdraft Limit A/cs,
- Verification of Cash, Stock, Suspicious A/cs, Exceptional Report in Banks

### **Audit and Due Diligence**

- Internal Audits & Statutory Audits of Companies as per Standards issued by ICAI
- Financial and Legal Due Diligence and Compile all observations
- Analyze the Financial Data & Provide Reports or Observation
- Stock Verification, Stock Reconciliation & Prepare Stock Audit Report

### **TDS/TCS Compliances**

- Online TAN Registration, Correction, Timely TDS & Advance Tax Payment
- Knowledge of TDS Provisions, amendments and its implications

- TDS Deduction, Timely online TDS Return Filing, Issue of TDS Certificates (Form16 & Form 16A) and Use of Traces for online Amendments
- Preparation of data and filing of TDS Return online
- Works on Spectrum Software for Income Tax Return & TDS Return
- **Income Tax Return & IT Assessment**
- Draft Financial Statements, 26AS Reconciliation, Tax Planning, Compute Taxes & Finalization of Accounts as per Companies Act,2013 & IT Act,1961
- Accounting of Fixed Assets & Depreciation Chart as Per Companies Act,2013
- Knowledge of Ind AS, GAAP, Accounting Standards, Companies Act 2013, CARO etc. & can manage IT pending Assessment Cases Independently.
- Liaising with Bankers, Tax Auditors, Internal Auditors and Statutory Auditors
- Income Tax Deposit & ITRs E-Filing & Representation before IT Authorities for Assessments/Notices
- **Service Tax, VAT & Central Excise Compliances**
- Service tax & VAT Registration, Service tax Deposit & Return Filing Timely
- Timely Preparation of Data & VAT Return Filing (Including 'C' form work)
- DVAT 2A,2B,2C,2D Filling & Uploading
- Completion of pending VAT, Service Tax, GST and Income tax Assessments
- Central Excise Return Filing & Excise Duty Payment
- **ROC and other Compliances**
- ROC Compliances & ROC Annual return Filing (Form AOC-4, MGT-7, ADT-1)
- Company Incorporation, DIR 3 KYC
- RBI FLA Reporting(Annual return)
- **Payroll Management**
- Maintain attendance records & Prepare Salary Sheet & Payslips on Monthly Basis
- Employee's payroll processing & Verification of Employee Expense claims (Staff Reimbursements)
- PF, Professional tax & ESI Details Preparation, their payments and Filing of Return
- Discussions with employees about their tax related queries & benefits
- **Import & Export Procedures**
- Knowledge of Custom Act & Custom duty payment through ICEGATE
- Knowledge of Import & Export Procedure, Registration and Documentation
- Knowledge of Letter of Credit and Bank Guarantee
- ODI Remittance, Foreign Payments (Preparation of Form 15CA & Form 15CB)
- **GST Compliances & GST Audit**
- Knowledge of GST Provisions and Its Implications (GST Compliances)
- GST Registration, Updation GST Details and Documentation
- Knowledge of Provision of Eligible ITC, Ineligible ITC & ITC Reversal
- Reconciliation of ITC with GSTR3B, GSTR 2A/2B & Books
- Applicability of Provision of RCM on Different Services under GST
- Provision of TDS & TCS under GST
- Issue of LUTs, Generation & Maintenance of E-Way Bill
- Timely Deposit of GST & GST Returns Filing (GSTR-3B, GSTR-1, GSTR-9)
- GST Reconciliations, Refund, Complete GST Assessments and Timely reply to Notices
- Annual GST reconciliation, Annual GST Returns (GSTR 9,9C) & GST Audit

### **Professional Qualifications**

Course/Degree	Year Of Completion	Institution/University	Performance (Result)
CA Final Completed	2018	Institute Of Chartered Accountants of India	[57.88%]

### **Academic Qualifications**

Course/Degree	Year Of Completion	Institution/University	Performance (Result)
M.Com (Finance & Taxation)	2021	IGNOU (Correspondence)	[61.15%]

B.Com(Hons) Regular Clg From Delhi University	2012	Shyam Lal College (Day) [Delhi University]	[63.50%]
CBSE 12th (Commerce with Maths)	2009	Ludlow Castle No.1(RPVV No.1), Civil Lines, Delhi-110054	[85.00%]
CBSE 10th Board	2007	Jain Sanskrit Com. Sr. Sec. School Delhi-110006	[80.00%]

### **Certifications**

- GST Practitioner Certificate Issued by GST Council.
- 100 hours of Information Technology Computer Training mandated by the ICAI.
- 7 Days of Orientation Program participation by NIRC of ICAI.
- 15 Days + 15 Days of General Management & Communication Skills Course as mandated by ICAI.
- 4 months Training of Fundamentals of computer, windows XP, MS-Word, MS Excel, MS-Power Point, Tally, Busy and Internet by the Active Computer Academy Registered with Delhi Administration.

### **IT Skills**

- Working Knowledge of MS Excel, MS Word & Microsoft Outlook, Gmail, Slack Etc.
- Working knowledge of TALLY,Xero, SAP and BUSY 18 software
- Working knowledge of Banking Software like Finacle, Flexcube & Bancbox
- Other Software Working Knowledge-Spectrum, Quick Books, Zoho Books, DMS, Slick Bill and Easy Sol etc.

### **Extra Curricular Activities**

- Participate In Inter School Yoga Competition
- Participate In School Sports Activities
- Participate In School Essay Competition
- Teaching Accounts, Mathematics, Economics & Statistics

### **Hobbies**

- Playing Cricket, Chess, Football etc.
- Listening Music, Watching Movies
- Traveling New Places
- Reading Books & Teaching

### **Personal Details**

- Name \* Suraj Aggarwal
- Marital Status \* Single
- Father's Name \* Mr. Bablesh Aggarwal
- Mother' Name \* Mrs. Sushma Aggarwal
- Date Of Birth \* 09-04-1992
- Language Known \* Hindi & English
- Strengths \* Hard working, Confident, Team player, Cooperative, Fast learner
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**(SURAJ AGGARWAL)**