

Shubham Aggarwal

Accountant



7 Years 0 Month



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Profile Summary

Six Month of work experience with P Mittal and Associates (Chartered Accountant Firm). Three Years of work experience with GKS and Associates (Chartered Accountant Firm). Snapshot Six Months of work experience with Navrattan Enterprises. Two year and three Months of work experience with Bluetown India Pvt. To pursue a challenging career in the field of Costing, Finance and Accounts including Taxation as well, where one would apply own knowledge, experience, and ideas to develop requisite professional skills and efficient management qualities by proactive research and development activities for the betterment of the Company as well as Industry and to grow as a good Corporate Professional. Ltd. (IT Company).



Key skills

- E Way Bill
- Reconciliation
- Book Keeping
- Income Tax Return
- ROC Filing
- GST Reconciliation
- GST Filling
- Accounts Payable
- Administration
- Excel
- Documentation
- Tally ERP
- Finance
- Taxation
- MS Office
- TDS
- Auditing
- General Accounting
- Accounts Receivable



Personal Information

City **New Delhi**

Country **INDIA**



Languages



Education

M.Com, 2022

Indira Gandhi National Open University
(IGNOU)

B.Com, 2017

School of open learning (DU),
Delhi

12th, 2013

CBSE, Hindi

10th, 2011

CBSE, Hindi



Work Experience

May 2024 - Present

Accountant

Arora medilines Private Limited

1. Managed day-to-day bookkeeping activities to ensure accuracy and timeliness.
2. Prepared E-Invoices and E-way bills in compliance with

- HINDI
- ENGLISH



Social links

https://www.linkedin.com/in/shubham-aggarwal-91359110b?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_contact_details%3BPVJFUooaQBqZuyJwCvR7Vg%3D%3D

regulatory requirements.

3. Verified and processed employee expense claim bills, ensuring accurate and timely disbursement of funds.
4. Proficient in performing banking operations, including requesting Bank Guarantees and Demand Drafts.
5. Conducted regular analysis of accounts payable aging to track current and overdue balances.
6. Conducted monthly and yearly reconciliation of debtors and creditors to ensure accurate financial records.
7. Provided comprehensive support to statutory auditors during the audit process, ensuring compliance with regulatory standards.

Aug 2021 - May 2024

Executive Accounts Accountant

Bluetown india pvt ltd

1. Managed day-to-day bookkeeping activities to ensure accurate financial records.
2. Prepared E-Invoice and E-way bill to comply with regulatory requirements.
3. Conducted monthly and yearly reconciliation of debtors and creditors to maintain financial accuracy.
4. Timely handled GST and TDS payments on a monthly basis, ensuring compliance with tax regulations.
5. Filed GST returns monthly and quarterly (GSTR-3B, GSTR-1, GSTR-2A/2B) to meet statutory deadlines.
6. Filed TDS return on a quarterly basis, ensuring adherence to tax regulations.
7. Verified and processed employee expenses claim bills, ensuring accurate and timely reimbursements.
8. Maintained the salary register to ensure precise records of employee compensation.
9. Disbursed employee salaries promptly and accurately, ensuring timely payments.
10. Verified invoices with purchase orders and processed accounts payable request forms for accurate payment processing.
11. Verified and recorded travelling allowance bills in Tally, ensuring accurate financial entries.
12. Maintained a cash ledger for day-to-day expenses and submitted monthly cash reports to the reporting authority.
13. Researched and resolved accounts payable issues with vendors to ensure smooth financial operations.
14. Conducted general ledger posting and performed monthly/yearly reconciliations to maintain financial accuracy.
15. Prepared cash flow reports and other financial reports as required by the Manager for strategic decision-making.
16. Collaborated with Statutory Auditors at year-end to provide relevant data for Tax Audit and Statutory Audit.
17. Managed banking operations including requesting Bank Guarantees, Demand Drafts, and other related activities.
18. Maintained accounts payable aging analysis to identify and address current and overdue balances.
19. Documented FCGPR Return with RBI to ensure compliance with regulatory requirements.
20. Cleared inward remittance with the bank, ensuring smooth and accurate processing.
21. Undertook other assigned responsibilities with diligence and attention to detail.

Jun 2018 - Aug 2021

Accounts Executive

GKS & ASSOCIATES

1. Managed day-to-day bookkeeping for firms and companies.
2. Prepared E-way bills and invoices for efficient financial documentation.
3. Conducted monthly and yearly debtors/creditors reconciliation to ensure accuracy and transparency in financial records.
4. Filed Individuals Income Tax Returns in a timely and accurate manner.
5. Handled monthly payment of GST and TDS to meet compliance standards and deadlines.
6. Completed monthly and quarterly GST returns filing, including GSTR-3B, GSTR-1, GSTR-2A/2B, 9 and 9c, ensuring adherence to regulatory requirements.
7. Ensured timely filing of TDS returns on a quarterly basis to fulfill tax obligations.
8. Completed ROC forms filling to comply with legal and regulatory requirements.
9. Carried out general ledger posting and facilitated monthly/yearly reconciliation to maintain accurate financial data.
10. Generated ROSCTL scrip licenses to facilitate export-import activities.
11. Managed export-import documentation to ensure compliance with international trade regulations.
12. Handled BRC applications to banks, streamlining the process for smooth transactions.
13. Managed IEC applications and modifications to support international trade operations.
14. Assisted in filing tax audits to ensure compliance with tax regulations.
15. Provided support in statutory audits to facilitate accurate financial reporting.
16. Handled GST registration process efficiently to enable seamless tax compliance for the company.
17. Managed tax audit filing for companies and firms, ensuring adherence to legal and regulatory requirements.

Nov 2017 - May 2018

Accounts Executive

P. Mittal & Associates

1. Maintain day to day bookkeeping of firm or companies
2. Preparation of E-way bill and invoice
3. Debtors/Creditors Reconciliation monthly and yearly basis.
4. Filing Individuals ITR
5. Payment of GST & TDS on monthly basis.
6. Filing of GST Returns Monthly & Quarterly (GSTR-3B, GSTR-1, GSTR-2A/2B).
7. Filing of TDS Return on Quarterly basis.
8. ROC forms filling
9. Perform general ledger posting and monthly/yearly reconciliation.
10. Export-Import Documentation.
11. BRC application to Bank.
12. GST Registrations

Jun 2017 - Nov 2017

Computer Operator

Navrattan Enterprises

1. Making PO's on jewels software for
2. Excel working for managers

3. Supervision of packaging



Projects
