

SOURABH

H.NO 31,Bhatti Khurd Near Radha Swami Satsang, New Delhi-110074

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EXECUTIVE SUMMARY:

Experience in a CA Firm and which included Goods & Service Tax, Income Tax, TDS, Audits, Projections Reports, Financial Reporting & monthly client visit.

PROFESSIONAL EXPERIENCE:

- 1 Presently Employed with Housr Technologies Pvt Ltd. (14 April 2022 to till Date)
2. Taralife Sustainability Solutions Pvt.Ltd. As Assistant Manager-Accounts. (June 2019 to 15th March 2022).
- 3.Chronicle Advisors Llp - Senior Accountant. (January 2019 to May 2019).
4. Swagat Entertainment Pvt. Ltd. – Senior Accountant (July 2016 to November 2018).

Key Roles & Responsibilities:

Accounting & Finance

- Assisted the team in preparing the financial statements with all the Profit & loss account, balance sheet schedules along with notes to accounts.
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors.
- Verification of Invoices/Expense Reports Maintain Ledgers and MIS Reports.
- Leadership in Swagat Entertainment Pvt. Ltd & Chronicle Advisor LLP.

GST, Income tax & Accounting

- Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR2 to minimize differences to maximize set off.
- Return Submission-GSTR1, GSTR2, GSTR3, GSTR3B Upload and Submit all return using secure data network.
- Tax Ledger-Maintain, review, reconcile tax ledger Ledger-Maintain, review, reconcile tax ledger
- Preparation of various reports & summary for Management Information Systems [MIS]
- Payment of TDS (e-payment) & preparation of TDS Return
- Computation of taxable income of various clients & TDS there off for filing the return of income.
- Fulfilling Statutory Compliances - Income Tax, TDS, TCS, Sales Tax, Entry Tax, etc., & Computing & arranging for timely deposit of taxes, filing of returns for timely completion and ensuring Statutory compliances.

Other Miscellaneous Tasks

- Applied for importer and exporter code (IEC), Permanent Account Number (PAN), and Digital Signature Certificated (DSC) for various clients.
- Registration of partnership deed for new ventures/start-ups.
- GST Registration , MSME , DVAT, FSSAI Registration.

4. Coslight India Telecom Pvt. Ltd.– Audit. (April 2016 to May 2016).

Key Roles & Responsibilities:

- Audit of all Sale, purchase invoice And Expenses Register.
- Basic Procedures like complete financial statements tie outs, reconciliations, presentation of lead sheets of various clients.
- Tried meeting expectation of the team in terms of quality, timely communication, meeting deadlines etc.

Worked as an Article Assistant at CA Pooja Kapoor & Co. (June 2015 To June 2016)

Key Role & Responsibilities:

- Preparing and maintaining statutory books of accounts.
- Performing analytical review of financial statements and evaluation of internal control systems.
- Filing of income tax returns individual assesses.
- Reconciliation of online tax credit with TDS Certificate.
- Client Visit Weekly Bases.
- Monthly Client Income Report Prepare.
- Sale Purchase Ready & DVAT Return Filing .

OTHER RESEARCH AND INTERESTS

- Proactively tracking recent development in goods and service tax from various websites and apps.
(Profit Books, Chartered club, GST Helpline, GST Samadhan).

PROFESSIONAL & ACADEMIC QUALIFICATION:

- M.com, IGNOU, 2021
- B.Com., University of Delhi – 2016.
- Class XII (Commerce), Government Senior Secondary School, CBSE – 2012.
- Class X, Government Senior Secondary School, CBSE – 2010.

COMPUTER PROFICIENCY:

- Proficient in Microsoft Office including Word, Excel & Power Point as well as other basic tools.
- Working Experience of Accounting Application Tally & Web E Tax .

PERSONAL DETAILS:

➤ Date of Birth	:	21 March 1995
➤ Languages Known	:	English and Hindi
➤ Interest	:	Cooking, Cricket & educating kids.

I declare that all the information provided by me above is correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(Sourabh)