**RAHUL**

|  |
| --- |
| C/o- +971504973598 |

Email [rahul.342056@2freemail.com](mailto:rahul.342056@2freemail.com)

**PROFILE**

Resourceful, accomplished, and dedicated account professional with over six years of extensive accounting, taxation and audit experience. Valued by supervisors for expertice in accounting, taxation and various audits including internal and statutory audits. Consistently recognized for analytical techniques. Proven leader with the ability to deliver results in high-pressure situations. Proficient in MS Word, Excel WinProAccounts, Accounting Package Tally.ERP 9, and SAP ECC 6.0 (FICO Module). Key areas of expertice include:

* Accounting and reporting of cash, receivables, investories and long term assets.
* Supervision and control of cash/check collection and managed petty cash and payroll accounting.
* Development, implementation and maintainence of complete accounting systems, journal entries, and general ledger, accounts receivables, accounts payable, and revenue reconciliation.
* Executed internal audit within established business controls.
* Income Tax Return Filing.
* Finilization of accounts and analytical techniques.

**PROFESSIONAL EXPERIENCE**

**S. G. Tax Consultant, Mumbai 21st March 2015 to 31st Jan 2017**

(Tax Consultant Firm)

**Worked as da Senior accountant.**

**Handled to the clients in each services involving as below :-**

1. **Register all clients in GST and to provide provisional ID.**
2. **Co ordinate with the bankers for loans of ours clients or as per requirements by the clients.**
3. **To attend the scrutiny case of clients to income tax, service tax and vat departments.**
4. **To verify the books of accounts of each clients and finalization of accounts at specific period of time.**
5. **Managing the team works and verify it with upper level of managements.**
6. **To handle the stock audit, internal audits and external audit of clients at various branches.**

**N. P. Rajput & Co., Navi Mumbai 4th November 2013 to 28th February, 2015**

**(Chartered Accountant)**

**Worked as a Senior Accountant**

**Roles & Responsibilities :-**

1. **Preparation of Balance sheet and Profit & loss of clients.**
2. **To attend the scrutiny case of clients to income tax, service tax and vat departments.**
3. **Uploading the income tax, vat and service tax returns in specified time.**
4. **Finalization of accounts with the team and rectify the doubts of them.**
5. **Handle the internal audit and tax audit of clients with submittion of report to authority person.**

**Ramesh Shetty & Co., Mumbai 1st September 2012 to 30th September 2013 (Chartered Accountant)**

**Worked as a Account Assistant**

**Roles & Responsibilities :-**

1. **Making tally enteries of varoius clients and reconcilise in their books of accounts.**
2. **Maintain the records and upload the data in income tax software for Tax Audit of firms and proprietary concerns.**
3. **Uploading the income tax, vat and service tax returns in specified time.**

**N. P. Rajput & Co., Navi Mumbai 1st August 2010 to 31th August 2012  
 (Chartered Accountant)**

**Worked as a Accounting Staff**

**Roles & Responsibilities :-**

1. **Maintain enteries of varoius clients and reconcilise in their books of accounts.**
2. **Records and upload the data in income tax software for Tax Audit & Statutory Audit.**
3. **Uploading the income tax, vat and service tax returns in specified time.**
4. **Preparing the balance sheet, profit and loss statement.**

**WORK EXPOSURE**

**Accounts & Audit:**

* Handling of Cash Entry.
* Performance of Day to Day and Banking Transactions.
* Accounts maintenance & supervision in Computerized Accounting Systems.
* Reconciliation and Performing Controls for Accounts Receivables and Accounts Payables.
* Finalization of Accounts by passing relevant closing entries.
* MIS reporting including Debtors/Creditors ageing.
* Co-ordination with outside consultants like Auditor, Tax consultant and Bank Officers.
* Completion of various Audits – Internal Audit, Statutory Audit, Tax Audit and VAT Audit.

**Taxation:**

* Income Tax Return Filing.
* TDS Return Filing.
* VAT Registration and Filing of VAT/CST Return.
* VAT Audit – Form 704 and Business Audit.
* Computation of Service Tax Liability and Service Tax Return Filing.

**Others:**

* Company Registration and Filing of Annual Returns.
* Preparation of Projected Balance Sheet to obtain credit facilities.
* Stock verification and its data uploading.

**KEY SKILLS**

**SAP FICO Implementation from ILotus Technologies:**

* Configured the Account Receivable, Accounts Payable, Bank and G/L. Created and edit Company code and maintain chart of accounts, Controlling Area, Company Code Global Parameter, Various assignments with Company Code. Define Business Area, Customized accounts group, Field Status Group, Fiscal Year Variants, Document Type and Number Ranges, Open and Close Posting Periods, Define Ledgers for G/L Accounting, Define Currency of Leading Ledger, Created G/L Account Master Records and Financial Statement versions.
* Created Reconciliation accounts for accounts receivables and accounts payables, Created accounts Groups, Number Ranges, Tolerance Groups, Terms of payments, Special G/L Configuration and Configuration of Master Data.
* Extending Withholding Tax Configuration, Tax calculation Procedure configuration, Input and Output tax configuration.
* Set up House Banks, Bank accounts and sub accounts, Configuration of post in rules and account determination, Check Lots and Cash Journal Configuration.

**EDUCATION & CERTIFICATIONS**

**Bachelor of Commerce – V.P.M. R.Z. Shah College, Mumbai University – India – 2010**

Higher Secondary Certification – V.P.M. Junior College, Mumbai University – India – 2007.

Secondary School Certification – V.P.M. English High School, Mumbai University – India – 2005

**PERSONAL PROFILE**

**Date of Birth :** 24th Feb. 1989.

**Gender**  : Male

**Marital Status** : Unmarried

**Languages Known** : English and Hindi.