###### **Curriculum Vitae**

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**Satish**



**Email:** [**satish.387934@2freemail.com**](mailto:satish.387934@2freemail.com)

**CAREER Objective**

To be part of dynamic and progressive organization that will offer challenging role to showcase my skill set and experience gained during my previous stint and my academic qualification. To understand, adapt & implement current organizational practices and make positive contribution in a growing organization through out of box thinking.

# CORE COMPETENCIES

* Accounting & Finance Journal Entries up to Finalization of Financial Statements
* Management Reporting Creating and preparing periodic management reports
* IFRS Detailed knowledge of IFRS & Accounting standards
* Direct & Indirect Taxation Comprehensive knowledge of VAT and other Indirect Tax
* Auditing Seasoned External Auditor

# WORK EXPERIENCE

**Bharat Sanchar Nigam Limited (BSNL) - India Nov 2015 to Dec 2018 - Junior Accounts Officer**

**BSNL is a largest telecom operator in India, an entity owned and managed by Government of India. Key responsibilities include following:**

* Assisted Senior Accountant for preparation of quarterly, half yearly and annual financial statements in accordance with IFRS.
* Co-ordination with Company’s External Auditors by providing them with support schedule, required information to complete Audit on time.
* Providing support and needed information to various departments for preparation of yearly budgets and business plan.
* Preparation of monthly management reporting pack such as report on capital expenditure, reconciliation of debtor’s head, analysis of vendors and bank position on a monthly basis.
* Review of Trial Balance, scrutinise ledger and various other bookings made by other users of the system (SAP). And highlight any discrepancies to the relevant department for rectification.
* Preparation of Value Added Tax (VAT) invoices on a monthly basis, maintenance of regulatory records such as (Form C & Form F) and submitting them to dealer’s time to time.
* Preparation of VAT returns, calculation of VAT liability and presenting the same to relevant Governmental Authority on time to avoid any penalty or fine.
* Assisted Senior Accountant for completing Departmental Audits of VAT/Service Tax/GST from Government Auditors.
* Any rectification works related to VAT returns, Tax deducted at Source (TDS) returns, and Service Tax returns as required by local authority.
* Worked as a project Co Coordinator for implementation of bank reconciliation module (FICO) in world’s best ERP system SAP.
* Preparation of bank reconciliation on a monthly, quarterly, half yearly and annually basis and submitting to Circle Office.
* Used to provide guidance to new joined staff and trainees relating to VAT, GST Service Tax or any other matter.
* Ad hoc reports by management such as report on receipt and payments, income and expenses or any other report on time to time.
* Providing reports to management for various Receipts, Payments, Income and Expense

**N.J.THAKKER & Co. (Chartered Accountants) - India – Aug 2011 to Aug 2014 – Article Assistant**

**N.J.THAKKER & Co. is Mid-Tier Chartered Accountants Firm based out in Anand(Gujarat) India. Key responsibilities includes following:**

* Preparing financial statements including monthly and annual accounts of Clients
* Preparation of Credit Monitoring Arrangement (CMA) data on behalf of Clients to submit credit proposal to Bank for fund raising..
* Preparation and submission of stock statement as required in Bank Norm on regular basis,
* Conducted Tax Audit as required under Income Tax act, 1961 of various Proprietorship firms, Partnership firms and Private Limited Companies
* Conducted Concurrent, Internal, External, Revenue Audit of various Co-Operative &, Nationalized Banks in line with guidelines from Reserve Bank of India (RBI)
* Preparation and filing of Income Tax returns of Partnership Firms, Companies, Sole proprietorship as per Income Tax act, 1961

# EDUCATIONAL QUALIFICATION

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| **Professional**  **Qualifications** | **Examination** | **Year** | **Institution** | **Performance** |
| Chartered Accountancy | May 2015 | The Institute of Chartered Accountant of India (ICAI) | 55.50% |
| Company Secretary- Executive | Feb 2014 | The Institute of Company Secretaries of India (ICSI) | 52.14% |

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| **Academic**  **Qualifications** | Master of Commerce | Apr 2014 | Dep. Of Business Studies, Sardar Patel University,  Vallabh Vidhyanagar | 71.50% |
| Bachelor of Commerce | Apr 2012 | Anand Commerce College, Sardar Patel University,  Vallabh Vidhyanagar | 62.13% |
| Higher Secondary School (12th Commerce) | Mar 2009 | Gujarat Secondary & Higher Secondary Board, Gandhinagar | 80.14% |

Computer LITERACY

* Proficiency in MS Office (Excel, Word, PowerPoint)
* Working knowledge of SAP (FICO Module), Finacle, Tally ERP 9, KIT-RET & Sat-VAT, Web Browsing
* Completed 250 Hours mandatory computer training required by ICAI

Personal details

* Date of Birth: 27th April, 1992
* Languages Known English, Hindi, Gujarati
* Marital Status: Married