

# VIKRANT SINGH

## TAX ANALYST

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### Professional Summary

Senior finance and accounting executive offering 6+ years of expertise in establishing and leading all aspects of accounting and finance operations of multinationals. Serves as a solid foundation and knowledgeable advisor throughout the financial decision-making process. Effectively analyzes financial data, recommends tools, systems, and accounting measures that drive profitable performance, limits costs, and significantly improves overall profit margins and cash flow. Excellent cross-functional management skills including working across multiple departments.

### Area of Expertise

Gst Returns Filling	MIS Generation	Sales & Manufacturing Accounts
Financial Position & Analysis	Inter-company Reconciliation	Excise & Service Tax, TDS & Sale Tax Audit
Accounts Payable & receivable	Cash & Salary Related work	GST Audit Work
Gst-R1, 3B, 9A, 9C, 2A, 2B	INCOME TAX RETURN	TRACES
FORM 16, 16A, 26AS	Gst Reconciliations of Books v/s ITC	Gst Payments & Setoff Entries in books
General Ledger Accounting	Invoice Processing	Esic & Pf Compliance
Generally Accepted Accounting Principle	Tds Challans & Tds Returns	IT Skills.
Statutory & Stock Audit	Journal Entries.	Gst Export & Inverted Duty Structure Refunds.
Generating E-way Bills	Closing Transfer Entries.	Making Balance sheets.

### WORK EXPERIENCE

#### UNIVERSAL INDUSTRIES

• NOIDA SECTOR 62 • Full-time • 04/2021 – Present

The company will be based on the manufacturing of organic fertilizer with different packaging sizes state of solid and liquid, that will fit the different customer requirements.

#### **TAX ANALYST**

- Streamlined GST refund process resulting in 80% faster processing time and increased vendor satisfaction.
- Implemented efficient GST documentation system, reducing time spent on record keeping and increasing accuracy of transactions.
- Ensured timely and accurate preparation of GST returns, resulting in a 100% on-time filing rate.
- Efficiently managed and maintained organized records of GST transactions, resulting in a 20% reduction in audit preparation time and improved record-keeping.

- Efficiently prepared and filed GST returns, resulting in timely refunds and avoiding penalties for non-compliance.
- Efficiently reconciled GST Input Tax credits with GSTR 2A/2B, ensuring 100% accuracy and avoiding any potential penalties from the GST authorities.
- In-depth knowledge of GST provision including reverse charge mechanism, E-invoicing etc.
- Scrutiny of ledgers for calculation of GST liabilities and its disposition.
- Reconciliation of GST Input Tax credits with GSTR 2A/2B and following up with vendors for corrections, if any required.
- Preparation of GST returns such as GSTR 1, GSTR 3B, GSTR 6, GSTR 9/9C etc.
- Preparation of GST refunds applications. Pursue follow-ups with GST authority for GST refunds.
- Assistance in filing of replies to various notices issued by the GST authorities and collation of documents as required.
- GST Documentation: Maintain organized and up-to-date records of GST transaction, Invoices, and relevant documents.
- Ensuring the books of accounts are updated and reconciled as per statutory returns.
- Responsible for GST accounts reconciliations etc. Handling/assisting GST queries, audits, and assessments.
- Assistance in preparation of Tax updates for Management and Cross Functional teams.
- Coordination with consultants / GST authorities during assessments Responsible for maintenance of Statutory records and retention.
- Responsible for calculation of monthly TDS liability, disposition, and quarterly filing of Withholding Tax/ TDS returns (26Q and 27Q). Issuing TDS certificates to vendors on quarterly basis.
- Computation of Advance Tax liability, Corporate Income tax and Deferred Tax provisions. • Assistance in annual Tax Computation, Calculation of Effective Tax rate etc.
- Assistance in annual Tax filings such as Corporate Income tax returns, etc. Ensuring the books of accounts are updated and reconciled as per statutory returns. Assistance in preparation of replies to various notices issued by the tax authorities and collation of documents as required.
- Assistance in tax audits and Statutory audits •

Monthly Account reconciliation and monthly proofing of tax and accounts receivable balance sheet item.

## **KAILASHIDEVI PULPS & PAPER PRODUCTS**

• KASHIPUR • Full-time • 04/2018 – 03/2021

The company will based on the manufacturing of Paper Products

### **JUNIOR ACCOUNT EXECUTIVE**

- Streamlined financial reporting processes, resulting in a 20% increase in efficiency and accuracy.
- Streamlined accounting processes by successfully handling and filing all related documents and vouchers.
- Successfully handled and filed all accounting and bookkeeping tasks on a daily basis, resulting in timely and accurate financial records.
- Prepared and reviewed revenue, expenses, payroll entries, invoice and other accounting documents, resulting in a 20% decrease in accounting errors.
- Maintain general ledger and all books of accounts up to Final accounts & Balance sheet.
- Perform internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.
- Manage the Bank Reconciliation Statements of the Company for all receipts and payments.
- Verification of data and Maintenance of Outstanding reports for debtors and creditors. Generate and Maintain of sales inventory report.

- Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow. Maintain the company's data records.
- Well developed analytical skills – Skillful at processing data/information, keeping records.
- Strong background in bookkeeping includes General Ledger, Accounts payable/ receivable, Final Accounts and reporting.
- Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.
- Continuously updated and thorough working knowledge of accounting principles and practices as well as Income Tax and Sales Tax laws.
- Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- Proven ability to handle multiple, competing priorities in an effective manner. Effectively gather, analyze, compile and synthesize data into written reports.
- Effective communication skills, excellent Gujarati, Hindi & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.

## CERTIFICATES

### **ORIENTATION PROGRAMME FROM INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA**

(06/2015 - 06/2015)

**CERTIFICATION OF PROFESSIONAL ACCOUNTING & LAWS GOVERN BY INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA.**

## EDUCATION

### **POST GRADUATION**

#### **KUMAUN UNIVERSITY, NAINITAL**

*07/2016 - 06/2018, KASHIPUR*

*Courses*

**MASTER OF COMMERCE**

### **GRADUATION**

#### **KUMAUN UNIVERSITY, NAINITAL**

*07/2013 - 06/2016, KASHIPUR*

**BACHLOUR OF COMMERCE**