

Curriculum Vitae/Resume

Application for the Post of Accountant:

Personal Details:

Name: Rahul Radheshyam Verma

Address: Room no.7322, Buwapada, Sangathan Chawk, Kalyan-Badlapur Road,
Ambernath (West), Dist: Thane- Maharashtra – PIN: 421 505.

Date of Birth: 28th March 1997.

Nationality: Indian.

Marital Status: Unmarried.

Language Known: English, Hindi and Marathi.

E-Mail ID: imvermarahul97@gmail.com.

Contact No: +91 7276183361

Work Experience:

Firm/Office Name: S V Jadhav and Associates (Chartered Accountant Firm).

Office Address: Shop no.1, Teli Building, Near Subhas Maidan, Opposite Sheetla
Mata Mandir, Kalyan (West), Maharashtra, Dist: Thane- PIN: 421
301.

Period : From 1st April 2018 to 30th June 2021. (Approx. 39 months Exp.)

Experience in Following Criteria:

➤ Goods and Services Tax,2017:

- Preparation of GST Computation on Monthly or Quarterly Basis.
- Reconciliation of GSTR-2A with Purchase on Monthly or Quarterly Basis.
- Follow-up with Vendors for Input Tax Credit.
- GST Monthly Payment after Computing and Reconciliation with Vendors.
- Filing GST Returns GSTR-1, GSTR-3B, GSTR-9 and GSTR-9C with DSC or OTP.
- Goods and Services Tax, 2017 Registration.

- **Goods and Services Tax, 2017 Refund.**

➤ **Income Tax Act, 1961:**

- **Income Tax Registration under Income Tax website.**
- **Preparation of Financials (Balance Sheet, Profit or Loss, Computation of Income, Capital Account).**
- **Filing of ITR-1, ITR-2, ITR-3, ITR-4.**
- **Preparation of Bank Statement on Excel.**
- **Downloading 26AS under Income Tax Website.**

➤ **PTEC and PTRC (Professional tax Enrollment Certificate):**

- **PT Registration under Maharashtra Professional Tax Act,1987.**
- **Monthly and Yearly Payment of PTEC and PTRC.**

➤ **Tax Deducted at Source (TDS):**

- **TDS Such as 194C- Payment to Contractor, 194J- Professional Fees, 194H- Commission and Brokerage, 194I- Rent as per their Rules and Limits.**
- **Payment of TDS on Monthly Basis after Computation.**
- **TDS Return Filing on Quarterly Basis.**

➤ **Tax Collected at Source (TCS) basic Knowledge.**

➤ **Tally:**

- **Tally Entries such as Sales, Purchase, Debit Note, Credit Note, Contra and Journal in Tally-9 and Tally ERP-9.**
- **TDS and TCS Entries in Tally.**
- **GST Reconciliation in Tally.**
- **Bank Reconciliation on Monthly Basis and Entries.**

➤ **Education Qualification:**

- **S.S.C (Secondary School Certificate) : Maharashtra Board – Year of Passing (2011-2012) with 61.60 % (Little Flower English High School – Ambernath)**
- **H.S.C (Higher Secondary School Certificate) : Maharashtra Board_– Year of Passing (2013-2014) with 72.46 % (Saket College of Management and Information Technology Kalyan).**
- **T.Y.BCOM (Bachelor of Commerce): Mumbai University- Year of Passing (2016-2017) with B Grade (Vedanta College of Management and Information Technology Vitthalwadi).**
- **M.COM (Master of Commerce): Mumbai University- Year of Passing (2019-2020) (S.S.T College Ulhasnagar).**

➤ **Additional Certificate:**

- **MS-CIT (PC Point – Authorised Computer Center Ambernath).**
- **Tally ERP-9 (PC Point- Authorised Computer Center Ambernath).**
- **Basic Excel (PC Point- Authorised Computer Center Ambernath).**

➤ **Declaration:**

I Hereby declare that all the details furnished here are true to the best of My Knowledge and belief.

Thanking You,

Your's Faithfully

Rahul Radheshyam Verma