

CURRICULAM VITAE

ADIGILLI VINOD

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Objective:

- To continue to work with excellence in Accounts & Taxation.
- To continue to learn and grow with the newer trends and issues of Accounts & Taxation

Summary:

Total 3+ years of experience in GST, TDS, BSR and Finalization of P/L & Balance sheet.

- **Currently working with Croissance Clinical Research Pvt. Ltd Hyderabad since Oct 2020 as Accounts Executive.**
- **Worked in Colours Print Media Hyderabad since Apr 2018 as Accounts Executive (2 years)**

- Good knowledge of Direct Taxation as well as Indirect Taxation like Tax Deducted at Source (TDS), Goods & Services.
- Tax (GST), Provident Fund (PF), Bank Reconciliation Statement (BRS), Payroll, Auditing, Preparation of Financial Statement, Accounts Payable & Accounts Receivable.
- Good Domain Knowledge of **Taxation**.
- Strong Communication, Excellent Team Building, Interpersonal skills.

Educational Qualification			
Degree	College/Institute	University/ Board	Year of passing
B. Com (Hons)	<i>Samantha Chandra Sekhar College</i>	<i>Utkal</i>	<i>2017</i>
+2 Commerce	<i>Surajmal Saha College</i>	<i>CHSE</i>	<i>2014</i>
CBSE	<i>DAV Public School</i>	<i>CBSE</i>	<i>2012</i>

Summary of Professional Experience			
No.	Organization Name	Designation Held	Period of Working
1.	Croissance Clinical Research Pvt. Ltd	Accounts Executive	Since Oct 2020
2.	Colours Print Media	Accounts Executive	Apr 2018 to Mar 2020

Job Description & Responsibilities:

FINANCIAL ACCOUNTING:

- Preparing Accounts & Tax Return.
- Auditing and Analysing Financial Performance
- Preparation of MIS & Cash Flow Statement Reports.
- Debtors & Creditors Ledger Reconciliation.
- Purchase and Sale Invoice Processing and generation of Way bills.
- Raising Debit/Credit Note and their accounting treatment.
- Accounting for month and Accruals and Provision closing entries.
- Reconciliation of stock statement.
- Preparation and keeping of records like Assets, Liabilities, Revenue, Expenses & entries by compiling and analyzing accounting information.
- Follow up with client for certification of invoices and collecting payments.

TDS – TAX DEDUCTED AT SOURCE

- Application of TDS provisions under various sections and posting invoices.
- Maintaining of employee tax declarations and deducting TDS accordingly.
- Preparation of TDS payment challans ITNS-281 and payments.
- Updating TDS control sheets for preparation of 26Q and 24Q Quarterly returns.
- E-TDS Quarterly return 26Q & 24Q preparation and filling.
- Generating TDS certificates FORM 16A's and FORM 16 from TRACES.
- Reconciliation expense ledger with Tax payable TDS returns preparation and filling to taxing authorities.

GOODS & SERVICES TAX

- Reconciling GST input with GSTR-2A
- Filling of GST Return GSTR-1 & GSTR-3B

OTHERS

- Computation and Return of filling EPF, ESI & Professional Tax.
- Assisting Audit Team.

Personal Profile:

Name	ADIGILLI VINOD
Address:	KPHB, Hyderabad , Telangana
Contact number:	+ 91 – 8117083720, +91 – 8688980365
Email:	adigillivinod@gmail.com
Date of birth:	03 rd Dec 1996
Nationality:	Indian
Sex:	Male
Marital status:	Single
Language	English, Hindi, Telugu & Odia

Declaration:

I hereby declare that the above written particulars are best of my knowledge and belief.

Place: **India**

Name: Adigilli Vinod