

Shaikh Sajid Abdul Kadar

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ACADEMIC OVERVIEW

2008	C.A. INTER from Institute of Chartered Accountants of India & Not pursuing to CA Continue.
2004	Master of Commerce from University of Mumbai, India
2002	Bachelor of Commerce from University of Mumbai, India
1999	HSC from Akbar Peerbhoy College of Commerce & Economics Mumbai, India
1997	SSC from M.H. Saboo Siddique High School & Junior College Mumbai, India

EMPLOYMENT PROFILE

16th March, 2020 to till date : D S Acharya & Co. (CA) – Tardeo, Mumbai Central Accountant

- ⇔ Audit of Books of Accounts of Clients.
- ⇔ GST Returns.

10th August, 2019 to 31st December, 2019 : S S Enterprises – Mira Road East Accountant

- ⇔ Accounts writing.
- ⇔ Preparation of MIS towards daily collection, expenses & deposits with respect to each toll wise & parking site wise.
- ⇔ Preparing & Issuance of Cheques to Vendors.
- ⇔ Preparation of MIS towards EMI, Rent or License Fees and TCS with respect to each toll wise & parking site wise.

1st March, 2018 to 28th February, 2019 : Anil Sekhri & Co. (CA Firm) - Andheri, Lokhandwala Accounts Executive

- ⇔ Done GST New Registration / Migration.
- ⇔ Filed Form 3B & GSTR-1 returns.
- ⇔ Accounts writing of Individuals till finalisation.
- ⇔ Calculation of Monthly payment of TDS & filing of returns & issue of Form 16 & 16A as the case may be.
- ⇔ Filing of Income Tax Returns.
- ⇔ Tax Audit under Section 44AB of the Income Tax Act, 1961 for Businessmen, Professionals & Companies *in Form No. 3CA, 3CB & 3CD.*
- ⇔ Preparation of Companies Balance Sheet as per Schedule – VI format & do Statutory Audit under Companies Act.

10th April, 2014 to 28th February, 2018: KJM INC (Tax Consultants) – Tardeo, Mumbai Central Assistant Taxation Manager

- ⇔ Done GST New Registration / Migration.
- ⇔ Filed Form 3B & GSTR-1 returns.
- ⇔ Accounts writing of Individuals & Companies till finalisation.
- ⇔ Calculation of Monthly payment of TDS & filing of returns & issue of Form 16 & 16A as the case may be.
- ⇔ Filing of Income Tax Returns.
- ⇔ Tax Audit under Section 44AB of the Income Tax Act, 1961 for Businessmen, Professionals & Companies *in Form No. 3CA, 3CB & 3CD.*
- ⇔ Preparation of Companies Balance Sheet as per Schedule – VI format & do Statutory Audit under Companies Act.
- ⇔ Application for Registration under Service Tax in Form ST-1.
- ⇔ & filing of Service Tax Returns, calculation of Service Tax Liability (including Education Cess & Secondary & Higher Education Cess) After Setting-off of CENVAT Credit.
- ⇔ EA Audit under Service Tax.
- ⇔ Preparation of VAT & CST Returns & Challan along with VAT Audits, namely :
H P Kharawala, Shree Sainath Paper Mart, Patel Trading Co., Global Enterprises, Neha Creations & Rosin Jewels Pvt. Ltd.

21st December, 2011 to 31st December, 2013: Satish Gupta & Co. (C.A.) – Churchgate Accountant cum Auditor

- ⇔ Accounts writing of Individuals & Companies till finalisation.
- ⇔ Preparation of Statement of Total Income & Filing of Income Tax Return in respective Forms for Non-

Corporate & Corporate Assesseees.

- ⇨ Tax Audit under Section 44AB of The Income Tax Act, 1961 for Businessmen. Professionals & Companies in Form No. 3CA, 3CB & 3CD.
- ⇨ Application for Permanent Account Number (PAN) for Corporate & Non-Corporate Assesseees in Form No. 49A.
- ⇨ Letters for Issuance of Income Tax Refund Due & Interest thereon u/s 244A of The Income Tax Act, 1961.
- ⇨ Calculation of Advance Tax Liability of Corporate & Non-Corporate Assesseees & Preparation of Advance Tax Challan No. 280.
- ⇨ Application for Tax Deduction Account Number (TAN) for Corporate & Non-Corporate Assesseees in Form No. 49B.
- ⇨ Preparation of Tax Deducted at Source (TDS) Challans & Returns (Physical & e Filing) for Corporate & Non-Corporate Assesseees in Form No. 24Q & Form No. 26Q.
- ⇨ Preparation of Tax Deducted at Source (TDS) Certificates in Form No. 16 & 16A.
- ⇨ Reply to various Notices from Income Tax Department.
- ⇨ Preparation of Indemnity Bonds for Issuance of Refund Order, etc.
- ⇨ Preparation of VAT & CST Returns & Challan along with VAT Audit.

**Since 25th January 2005 to 31st August 2011: T.K. Doctor & Co. (C.A.) – A.C. Market
Accountant cum Auditor**

- ⇨ Accounts writing of Individuals & Companies till finalisation.
- ⇨ Preparation of Statement of Total Income & Filing of Income Tax Return in respective Forms for Non-Corporate & Corporate Assesseees.
- ⇨ Tax Audit under Section 44AB of The Income Tax Act, 1961 for Businessmen. Professionals & Companies in Form No. 3CA, 3CB & 3CD.
- ⇨ Application for Permanent Account Number (PAN) for Corporate & Non-Corporate Assesseees in Form No. 49A.
- ⇨ Letters for Issuance of Income Tax Refund Due & Interest thereon u/s 244A of The Income Tax Act, 1961.
- ⇨ Calculation of Advance Tax Liability of Corporate & Non-Corporate Assesseees & Preparation of Advance Tax Challan No. 280.
- ⇨ Application for Tax Deduction Account Number (TAN) for Corporate & Non-Corporate Assesseees in Form No. 49B.
- ⇨ Preparation of Tax Deducted at Source (TDS) Challans & Returns (Physical & e Filing) for Corporate & Non-Corporate Assesseees in Form No. 24Q & Form No. 26Q.
- ⇨ Preparation of Tax Deducted at Source (TDS) Certificates in Form No. 16 & 16A.
- ⇨ Reply to various Notices from Income Tax Department.
- ⇨ Preparation of Indemnity Bonds for Issuance of Refund Order, etc.
- ⇨ Preparation of various deeds, wills, etc.
- ⇨ Computation of Wealth, preparation of wealth tax return in Form BA.
- ⇨ Application for Registration under Service Tax in Form ST-1.
- ⇨ Calculation of Service Tax Liability (including Education Cess & Secondary & Higher Education Cess) After Setting-off of CENVAT Credit.
- ⇨ Preparation of Challans No. GAR – 7 for Payment of Service Tax Liability to the government.
- ⇨ Preparation of Service Tax Returns in Form No. ST-3.
- ⇨ Preparation of VAT & CST Returns & Challan along with VAT Audit (Locuz Enterprise Solutions Ltd.-Pune)
- ⇨ Audit of various entities i.e., Corporates, Trust (NICMAR), Co-operative Societies (Tardeo Air-Conditioned Market), Branches of Banks & Non-Corporate Assesseees etc.
- ⇨ Registration Formalities
- ⇨ Preparation & Filing with Registrar of Companies (R.O.C.):
- ⇨ Application of Allotment of Director Identification Number (DIN) in Form DIN-1 on behalf of Director.
- ⇨ Filing Balance Sheet & other documents in Form 23AC.
- ⇨ Filing Profit And Loss Account & other documents in Form 23ACA.
- ⇨ Filing Annual Return by Company having Share Capital in Form 20B.

Pre Qualification experience

T.K. Doctor & Co. (CA Firm) – Articleship (Tenure of 3 years)

IT CREDENTIALS

- ⇨ Tally ERP 9 (Accounting Package)
- ⇨ MS office Applications
- ⇨ Internet
- ⇨ Winman CA ERP (Income Tax & TDS Returns Software)
- ⇨ Taxmann (Income Tax & TDS Returns Software)
- ⇨ Clear Tax (GST Return Software)
- ⇨

PERSONAL DOSSIER

Date of Birth : 11th March 1982
Marital Status : Married
Address : 602, 6th Floor, Aagan Society, Laxmi Park, Naya Nagar, Mira Road East,
Thane – 401 107.

CTC

Current CTC
Expected CTC
Notice Period

Rs. 4,20,000/-
Rs. 4,80,000/-
15 days.