

VISHAL SINGH RAWAT

Email at: - Vishalrawatofficial@gmail.com

Phone :- +91-8587916751

A Few words for myself

Dedicated worker with excellent communication, time management and computer skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company achieve its goals.

B Work Experience

1. Ranjeet Kumar & Associates- Dec 2022 – to present.

Ranjeet Kumar & Associates is a company secretary firm located in Dwarka.

- a. Prepare monthly statutory compliance calendar and sent to each client- containing all due dates falls within the month.
- b. Prepare TDS payment sheet and share TDS challan with client on or before 7th of each month.
- c. Prepare GSTR-1/3B/6 with proper working sheet as per ICAI guidelines and file such return on time without any default.(with max invoice is 1000+ in GSTR1 on monthly).
- d. Check day to day accounting and correct team mates in accounting and help them in understanding of transactions/circumstances.
- e. Filing TDS return –24Q (with 260+ employee records and also reconcile Part A & Part B in Form 16), 26Q (with 8000+ deductee records) and 27Q.
- f. File TDS correction and save TDS outstanding demand by utilizing TDS challan in correct period (this may take lots of reconciliation of challans) but saves Rs. 1, 00,000 + of clients.
- g. Prepare and File SFT form on Income tax reporting portal.
- h. Prepare and file responses of notices of client- received from income tax and GST department.
- i. Overall responsible person in account division of firm with one or two junior staff to handle all clients of firm.

2. Compass System Private Limited | Noida-(Dec-2020 to Feb-2021)

(Compass is a leading full-stack software provider of application performance testing, monitoring and diagnostics technology.)

- a. Check day to day accounting and do ledger scrutiny.
- b. Prepare monthly TDS deduction and deposit sheet.
- c. Prepare and file monthly GSTR-1&3B.
- d. Prepare file for statutory audit. Prepare financial statement and consolidated financial statement and tax audit annexures.
- e. Prepare weekly payment sheet.

3. SINGLA ANKIT AND CO | Kapashera, Delhi – (July 2019 to Oct to 2020)

- a. Reviewed accounts for discrepancies to properly reconcile differences. Inspected account books and accounting systems for efficiency, effectiveness and use of accepted accounting procedures to record transactions.
- b. Established tables of accounts and assigned entries to proper accounts. Created and prepared adjusting journal entries.
- c. Prepared detailed reports on audit findings. Examined inventory to verify journal and ledger entries.
- d. Supervised auditing of establishments and determined scope of investigation required.
- e. Represented clients before taxing authorities to provide litigation support for financial issues.

C Learning Experience -3YEARS

a. M.L.Puri and Company (CA- Article Assistant (Jun 2017-Jun 2019)

List of Work - .Statutory audit of some major clients like Delhi Metro Rail Corporation Ltd, VLS Finance Limited, Oswal Agro Mill Limited and Oswal Greentech Limited. Bank Audit of Punjab

National Bank Limited. CSR Certification audit for Gail India Limited. Income Tax Return filing & GST return filing, filing of ax audit report u/s 44AB & 92E of income tax act, 1961.

b. Raghu Nath Rai & Co.(CA-Article Assistant (Jun 2016 to May 2017))

List of Work- Statutory audit of some major clients like Frick India Limited, Iskcon Temple and University of petroleum and energy studies. ABC Audit of Amar Ujala Publication Limited (9-10 locations).

D Qualifications/ Certifications in Details

Professional Qualifications		
Qualifications	University/ Board	Result
CA-CPT	The Institute of Chartered Accountants of India	Passed
CA- INTERMEDIATE	The Institute of Chartered Accountants of India	Passed BOTH GROUPS
CA-FINAL	The Institute of Chartered Accountants of India	Passed Group 2 (Group 1 pending)
Other Qualifications		
B.Com (Hons)	Delhi University	Passed
12 th Class	Central Board of Secondary Education	Passed
10 th Class	Central Board of Secondary Education	Passed
Certification Courses		
1. Reading Financial Statement from Corporate Financial Institute (During Lock-down Period). 2. Online Accounting Course from EDUCBA (During Lock-down Period). 3. Orientation Programme Course conducted by NIRC of ICAI. 4. General Management Communication Course conducted by ICAI.		

E. Other Details

Personal Synopsis	
Computer Proficiency	Achievements
Good command over MS-Office Application viz. Excel, Word.	Scored exemption in Direct- in Final & IPCC Examination and Costing and Costing and accountspaper in CA-IPCC examination.
Working Experience of various application software's viz. Tally, Busy, Webtel, Computax and Genius.	Playing Table Tennis for KVS (Regional Level).
Good command over MS-Office Application viz. Excel, Word.	Playing skatting for KVS (Regional Level).
Completed "Information Technology Training' organized by ICAI.	
Other personal details	
Date of Birth : 10-01-1996 Nationality : Indian Gender : Male Address : Dwarka South West Delhi 110078.	

Thanks
Vishal Singh Rawat