

CAREER OBJECTIVES

To obtain challenging and responsible position wherein I make my effective contribution to the successful growth of organization using my abilities and knowledge for a bright and rewarding career. "There is always a better way of doing things" is the common belief.

ACADMIC QUALIFICATIONS

Degree/ Certificate	Institute/ University/ Board	Year of Passing	Percentage
B.com	Dr. R.M.L.A. University	2017	50%
Class XII	U.P. Board	2014	65 %
Class X	U.P. Board	2012	73%

OTHER QUALIFICATIONS

Completed Course in DCA (Diploma in Computer Application)
Tally ERP 9 Course Completed in 2017

WORK EXPERIENCE

- Worked as an Accounts and Taxation on in various aspects of **Accounting, Auditing** (Internal & Tax) **and Taxation Laws**

March, 2024 – Till Date Bombay Kandla Transport Private Limited (Billing Head)

<u>Synopsis of work exposure and areas of work handled</u>	<ul style="list-style-type: none"> ● Handling TDS and GST Return working independently. ● Assessments under TDS. ● Return Filing under various taxation laws such as TDS Returns and GST Returns. ● Checking Bills raised by our team. ● Follow-up with customer for processing of bills. ● Resolve any issue/query from customer regarding bills.
<u>Major Responsibilities</u>	<ul style="list-style-type: none"> ● Reporting directly to Accounts Manager. ● Resolve any issue/query from customer regarding bills. ● Follow-up with customer for timely payment as per contractual terms.

August, 2022 – January 2024. North Eastern Carrying Corporation Limited

<u>Synopsis of work exposure and areas of work handled</u>	<ul style="list-style-type: none"> ● Handling TDS and GST Return working independently. ● Auditing & Examination (Internal Audit, GST Review) ● Assessments under Income Tax and TDS. ● Return Filing under various taxation laws such as TDS Returns, Income Tax Returns and GST Returns. ● Preparation of Financial Statements of the Company with book keeping.
<u>Major Responsibilities</u>	<ul style="list-style-type: none"> ● Reporting directly to Accounts Manager and Vice President. ● Handling of Audit procedures independently. ● Looked into all financial accounting procedures, Policy Review etc.

➤ Worked as CA Firm.

➤ *September, 2017 – May, 2022*

Nehal A. Sejpal & Company (CA Firm)

- Handling TDS and GST independently.
- Auditing & Examination (Internal Audit, Statutory Audit, Service Tax Review,)
- Assessments under Service Tax and TDS.
- Return Filing under various taxation laws such as TDS Returns, Income Tax Returns and GST Returns of individuals, firms, Companies.
- Applicability and compliance of accounting standards and taxation laws with consideration of company law and other laws.
- Filing of annual return & accounts and other required forms to ROC.
- Preparation of Financial Statements of the Company, firms and others with book keeping.

COMPUTER LITERACY

- Well versed with MS Office (Word, Excel, and Outlook).
- Well versed with internet
- Working knowledge in Tally packages.
- Working on Tally, BNG, MARG, Busy Compu Tax, Tax Power GST, Taxmaan & Winman Software.

PERSONAL INFORMATION

Date of Birth	15 th December, 1997
Father's Name	Late Chandra Bhan Pal
Marital Status	Married
Hobbies/Interest	Listening Music and Watching Movies
Languages Known	English & Hindi (Read, Write & Speak)
Salary Expectation	Negotiable

It has been a pleasure to introduce myself in the most authentic manner, in anticipation of your kind response. I hereby declare that all the particulars given above are true to the best of my Knowledge.

Date: -

(Suraj Pal)

Place: -