

Curriculum Vitae

SURAJ AGGARWAL

CA, M Com, B.Com(Hons)

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Career Objective

To give my level best to the institution I work with. To work with the organization that provides a friendly environment with good career opportunities. My objective is to learn all the aspects of my job in an organization.

Professional Experience

- **Finance & Accounts Manager** at **TRZY INNOVATIONZ**
Nehru Place, New Delhi from December, 2017 till now
- **Accounts Manager** at **MOTHER CHEM INDIA PVT. LTD.**
(Chemicals Manufacturing Company) Shahdara, Delhi
From May, 2016 to October, 2017
- **Article Assistant** at **NITIN MITTAL & CO. (Chartered Accountants)**
South Extension, Delhi from October 2012 to March 2016.

Major Accounting and Auditing Assignments handle (including preparation of Financial Statements & Computation of Taxes) as follows:

| Industry/Sector | Name of Company/Group | Role & Responsibility |
|--|---|--|
| Fintech Startup Company | SALT Group (salt.one) | Finance, Banking, HR, Admin & Accounting |
| Manufacturing Wire/Cable (Copper & Aluminum) | Arun Manufacturing Company & others (Group) | Accounts Executive (1 Year) |
| Manufacturing/ Trading (Electrical Items) | Crossways Vertical Solutions Pvt Ltd | Accounting, Invoicing, Finalization & Stock Verification |
| Education and Training | Jain Modern School & Jain Shiksha Samiti (Trust) | Vouching, Finalization of Accounts, Internal Audit |
| Banking Sector | State Bank of India | Statutory Audit |
| Banking Sector | Canara Bank, Allahabad Bank, Andhra Bank, Punjab & Sind | Concurrent Audit, Stock Audit |
| Trading (Lubricant oil) | Jindal Sales Company (Group) | Finalization & Tax Audit |
| Pharmaceutical | Biosage Enterprises | Accounting, Invoicing, Finalization, Stock Audit |

Work Profile

The work profile involves:

- Planning, understanding the client business activities and its environment.
- Performing analytical as well as substantive procedures on account balances and transactions to consider and address the different types of potential misstatements that may occur.
- Computation of taxable income of Companies and review of tax provisions.
- Ensure proper compliance of the applicable laws to the company with respect to Income Tax, TDS, PF, ESI and GST.

Work Done:

Transaction Processing, MIS & Finalization of Accounts

- Book keeping, Accounting & Preparation of Different MIS Reports
- Working Experience of ERP Softwares – Xero, Tally Prime, Tally ERP-9.0, BUSY18, SAP, Spectrum, Quick Books, Zoho Books.
- Finalization of Accounts, Manage office Administration Activities, Banking Correspondence, Petty Cash Handling/Imprest A/c & Check Credit Card Transactions.
- Managing day to day transactions/queries, General Ledger Preparation, Inter-Branch Reconciliation & Invoicing with proper documentation.
- Conducting Quarterly Review of reports & Data backups
- Vouching, Bank Reconciliation, Vendor Reconciliation, Issue of Debit/Credit Note, E-mail Correspondence, Balance Confirmation & Payments follow-up/Reminders.
- Inventory Management, Managing Accounts Payable & Accounts receivables
- Use of MS Office for Preparation of Invoices, Data, Monthly MIS Reports as per required by Management.
- MSME Registration, Trademark Registration Online
- Support Internal & External Audit Requirements
- Use of Advanced MS Excel skills including Filters, VLOOKUP and Pivot tables etc.
- Working experience of managing a team of 3-4 members in Finance & Accounts Department

E-Commerce Portals

- Managing Accounting & Reconciliations of Various E-Commerce Portals (including payment Gateways) i.e. Amazon, Flipkart, Cloudfare, Tata Cliq, Indiamart, Razorpay, Shiprocket, Paytm, CC Avenue, Swiggy, Zomato, Uber, IndustryBuying Etc.
- knowledge of working and generation various reports from Ecommerce Portals, Inventory Management & maintain records
- Preparation of Various MIS Reports of the E Commerce Data
- Coordinating with Customers/Vendors & respond to their queries

Budgeting, Forecasts, Financial Analysis & Variance Analysis

- Prepare Budget, Forecasts, Fund Flow and Cash flow Statements
- Cost Accounting, Cost Control Procedures & Cost Reduction proposals
- Preparation of Due Diligence Reports
- Project Funding and Financing
- Knowledge of E-tender documentations & Purchase Order preparations

Bank Audits

- Work Experience in Banking Softwares - Finacle, Flexcube, Bancbox etc.
- Statutory Audit and Concurrent Audit of banks- SBI, Canara Bank, Punjab & Sind, Allahabad Bank, Andhra Bank
- Scrutiny of KYC A/cs, Loan A/cs, Cash Credit & Overdraft Limit A/cs,
- Verification of Cash, Stock, Suspicious A/cs, Exceptional Report in Banks

Internal Audit, Tax Audit, Stock Audit & Statutory Audit

- Internal Audits, Stock Audits & Statutory Audits of Companies as per Auditing Standards issued by ICAI
- Identify and resolve misstatements & Recommendations to Management about software, policies & procedures
- Analyze the Financial Data & Provide Reports or Observation
- Stock Verification, Stock Reconciliation & Prepare Stock Audit Report

TDS/TCS Compliances

- Online TAN Registration, Correction, Timely TDS & Advance Tax Payment
- Knowledge of TDS Provisions, amendments and its implications
- TDS Deduction, Timely online TDS Return Filing, Issue of TDS Certificates (Form16 & Form 16A) and Use of Traces for online Amendments
- Preparation of data and filing of TDS Return online
- Works on Spectrum Software for Income Tax Return & TDS Return

Income Tax Return & IT Assessment

- Draft Financial Statements, 26AS Reconciliation, Tax Planning, Compute Taxes & Finalization of Accounts as per Companies Act,2013 & IT Act,1961
- Accounting of Fixed Assets & Depreciation Chart as Per Companies Act,2013

- Knowledge of Ind AS, GAAP, Accounting Standards, Companies Act 2013, CARO etc. & can manage IT pending Assessment Cases Independently.
- Liaising with Bankers, Tax Auditors, Internal Auditors and Statutory Auditors
- Income Tax Deposit & ITRs E-Filing & Representation before IT Authorities for Assessments/Notices

Service Tax, VAT & Central Excise Compliances

- Service tax & VAT Registration, Service tax Deposit & Return Filing Timely
- Timely Preparation of Data & VAT Return Filing (Including 'C' form work)
- DVAT 2A,2B,2C,2D Filling & Uploading
- Completion of pending VAT, Service Tax, GST and Income tax Assessments
- Central Excise Return Filing & Excise Duty Payment

ROC Compliances

- ROC Compliances & ROC Annual return Filing (Form AOC-4, MGT-7, ADT-1)
- Company Incorporation, DIR 3 KYC

Payroll Management

- Maintain attendance records & Prepare Salary Sheet & Payslips on Monthly Basis
- Employee's payroll processing & Verification of Employee Expense claims (Staff Reimbursements)
- PF, Professional tax & ESI Details Preparation, their payments and Filing of Return
- Discussions with employees about their tax related queries & benefits

Import & Export Procedures

- Knowledge of Custom Act & Custom duty payment through ICEGATE
- Knowledge of Import & Export Procedure, Registration and Documentation
- Knowledge of Letter of Credit and Bank Guarantee
- ODI Remittance, Foreign Payments (Preparation of Form 15CA & Form 15CB)

GST Compliances & GST Audit

- Knowledge of GST Provisions and Its Implications (GST Compliances)
- GST Registration, Updation GST Details and Documentation
- Knowledge of Provision of Eligible ITC, Ineligible ITC & ITC Reversal
- Reconciliation of ITC with GSTR3B, GSTR 2A/2B & Books
- Applicability of Provision of RCM on Different Services under GST
- Provision of TDS & TCS under GST
- Issue of LUTs, Generation & Maintenance of E-Way Bill
- Timely Deposit of GST & GST Returns Filing (GSTR-3B, GSTR-1, GSTR-9)
- GST Reconciliations, Refund, Complete GST Assessments and Timely reply to Notices
- Annual GST reconciliation, Annual GST Returns (GSTR 9,9C) & GST Audit

Professional Qualifications

| Course/Degree | Year Of Completion | Institution/University | Performance (Result) |
|--------------------|--------------------|---|----------------------|
| CA Final Completed | 2018 | Institute Of Chartered Accountants of India | [57.88%] |

Academic Qualifications

| Course/Degree | Year Of Completion | Institution/University | Performance (Result) |
|---|--------------------|--|----------------------|
| M.Com (Finance & Taxation) | 2021 | IGNOU (Correspondence) | [61.15%] |
| B.Com(Hons) Regular Clg From Delhi University | 2012 | Shyam Lal College (Day) [Delhi University] | [63.50%] |
| CBSE 12th (Commerce with Maths) | 2009 | Ludlow Castle No.1(RPVV No.1), Civil Lines, Delhi-110054 | [85.00%] |
| CBSE 10th Board | 2007 | Jain Sanskrit Com. Sr. Sec. School Delhi-110006 | [80.00%] |

Certifications

- GST Practitioner Certificate Issued by GST Council.
- 100 hours of Information Technology Computer Training mandated by the ICAI.
- 7 Days of Orientation Program participation by NIRC of ICAI.
- 15 Days + 15 Days of General Management & Communication Skills Course as mandated by ICAI.
- 4 months Training of Fundamentals of computer, windows XP, MS-Word, MS Excel, MS-Power Point, Tally, Busy and Internet by the Active Computer Academy Registered with Delhi Administration.

IT Skills

- Working Knowledge of MS Excel, MS Word & Microsoft Outlook, Gmail, Slack Etc.
- Working knowledge of TALLY,Xero, SAP and BUSY 18 software
- Working knowledge of Banking Software like Finacle, Flexcube & Bancbox
- Other Software Working Knowledge-Spectrum, Quick Books, Zoho Books, DMS, Slick Bill and Easy Sol etc.

Extra Curricular Activities

- Participate In Inter School Yoga Competition
- Participate In School Sports Activities
- Participate In School Essay Competition
- Teaching Accounts, Mathematics, Economics & Statistics

Hobbies

- Playing Cricket, Chess, Football etc.
- Listening Music, Watching Movies
- Traveling New Places
- Reading Books & Teaching

Personal Details

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| • Name | * | Suraj Aggarwal |
| • Marital Status | * | Single |
| • Father's Name | * | Mr. Bablesh Aggarwal |
| • Mother' Name | * | Mrs. Sushma Aggarwal |
| • Date Of Birth | * | 09-04-1992 |
| • Language Known | * | Hindi & English |
| • Strengths | * | Hard working, Confident, Team player, Cooperative, Fast learner |
| • Contact No. | * | +91-7503766171 +91-7292065044 |
| • E-Mail ID | * | suraj.aggarwal07@gmail.com kumarcasuraj95@gmail.com |

(SURAJ AGGARWAL)