

Rakesh Gavankar

ASSITANT MANAGER ACCOUNTS AND TAXATION

CAREER OBJECTIVES To secure a respectable post and status in the area of Accounts & Finance and all Statutory Aspects. Accelerate knowledge by interacting with experts in the field of Accounts and Finance. Giving the highest level of commitment towards my responsibilities. Become an active participant in exchanging ideas over crucial and important matters and help the organization in taking the best decision with due consideration of pros and cons and of the related applicable statutory environment.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

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SKILLS

Computer Proficiency :- Knowledge in Accounting Packages
Internet and its applications. Tally 7.2, Tally.Erp9, Tally Prime,
Windows 2000 / 98 / 95, MS Office – Tax base, Service tax express, ST
2000 (MS – Word, MS – Excel, MS – Easy MVAT Computation.
PowerPoint), MS – CIT.

EXPERIENCE

Assistant Manager Accounts & Taxation

Prostarm Info Systems Limited, Mahape, Navi Mumbai *May 2022 - Present*

Manager Accounts and Admin

Goradia Special Steels Ltd. Khopoli, Raigad *Jun 2020 - Apr 2022*

Senior Accountant

Brio Pharma Technologies Pvt. Ltd. Mahape, Navi Mumbai. *Oct 2014 - Jan 2019*

Assistant Manager Accounts

Nipro Tube Glass Pvt. Ltd. Pali, Raigad *Dec 2013 - Oct 2014*

Account Manager

Delite Foods Pvt. Ltd., Vashi, Navi Mumbai. *May 2010 - Apr 2013*

Accountant

Vaishmpayan Associates Panvel Raigad *Sep 2007 - Apr 2010*

Accountant

Yash Shree Enterprises, Dheku, Khopoli, Raigad. *Sep 2005 - Aug 2007*

SUMMARISED PROFILE

- Taxation:
 - Tax Plagning in respect of Corporate& Non Corporate Entities, Group Companies.
 - Tax Planning in respect of employee's pay structure
 - Finalisation of Company's Account (Pvt. Companies)(Limited Companies) as per IND AS and GAAP and calculating tax liability.
 - Carrying out Tax Audit and preparation of reports thereon.
 - Calculation of Advance Tax Liability

- Calculation and deduction of Tax at Source under various sections and filing of e-TDS Return with the Income Tax Department and issue of TDS certificates to respective parties.
- Computation of Income and Tax Liability for all types of assessee and income.
- E-Filing of Income Tax Returns and TDS returns
- Income Tax- large tax payer unit meetings / reviews with CIT
- Attending CIT Appeals along with preparation of documents / papers
- preparing Tribunal papers / High Court papers discussion on Assessments / way out / documentation / submissions with Tax consultants

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- ■ **Auditing:**
- Carrying our Internal Audit and Preparation of Report thereon (MIS)
- Preliminary Audit Verification of records following Auditing Procedures
- Maintaining Audit Working File and other audit papers.
- Discussion with clients and assisting the seniors in finalization of Audits.

GST : Carrying out Tax Audit and preparation of reports thereon.

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- Preparation of Documents and carrying out formalities relating to Registration
- Calculation of Set Off available and Tax Liability, preparation of Monthly, Quarterly and Annual Returns.
- Preparation of Statements, Schedules and other supporting annexure required for Tax Assessment.
- E-Filing of GST Returns.
- Preparation of Audit Report & schedules for GST Audit under GST Act.
- Compilation of GST Annual Return.
- Review and Reconciliation of GST.

● **Sales Tax/ MVAT**

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- Preparation of Documents and carrying out formalities relating to Registration
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 Calculation of Set Off available and Tax Liability, preparation of Monthly, Quarterly and Annual Returns.
- Preparation of Statements, Schedules and other supporting annexure required for Tax Assessment.
- E-Filing of MVAT Returns, Declarations under MVAT.
- Preparation of Audit Report & schedules for MVAT Audit under MVAT Act.
- Tax deduction under MVAT Works Contract & relevant compliance.

● **Service Tax :**

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- Preparation of Documents and carrying our formalities relating to Registration
- Calculation of Service Tax Liability with due consideration to Input Credit
- Filing of Challan and Return thereof.

● **Excise :**

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- Updating excise records RG1, RG23A Part-I, RG23A Part-II, RG23C Part-I, RG23C Part-II
- Calculation of Excise Duty.
- Filing of ER1, ER-6, ER-7, Form - V Return

● **Export :**

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- Timely Submission of Export Documents for Duty Drawback.
- Preparation of Submission of BRC Documents Shipping Bill wise and FIRC Wise.

- Submission and preparation of Import Documents BOE.
- MEIS License and Export documentations
- Self-Sealing of Export container
- Export documents submission to bank.
- Follow up with Bank for e- BRC
- Negotiation of Freight of Air and Sea Shipment

- **Accountancy and Finalization:**

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- Ledger Scrutiny and ensuring proper day to day accounting
- Finalization of Accounts and preparation of Financial Statements
- Application of Accounting Standards and compliance with statutory requirements as per IND AS and GAAP.
- MIS, Budgeting and variances
- Aging analysis of vendor outstanding and discussing with various departments for best possible solutions to the related issues/concerns.

- **Accounts Receivable :**

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- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Generate financial statements and reports detailing accounts receivable status

- **Accounts Payable :**

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- Maintain petty cash accounts and log all outgoing disbursements
- Monitor all vendor payment agreements to find discounts that can be used to reduce invoice amounts
- Responsible for paying all sales tax on appropriate invoices and making a note of each tax payment made
- Keep track of credits owed to the company and ensure all credits are properly applied to vendor payments
- Reconcile payable reports each month to confirm that all amounts paid were accurate

- **Finance and Banking :**

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Liasoning with banks over day to day banking transactions.

- Monitoring over the facilities such as CC, OD, Current a/c.
- Maintain Data of BG, LC, FD reconcile with Team along with bank records.
- Preparation of DP Drawing Power statements, Stock Statements Monthly and quarterly.
- Preparation of CMA Report, Stock Statements, Provisionals.
- Preparation of Project Reports for tying up Finance from Banks for clients belonging to various fields
- Preparation of documents for foreign remittance 15CA 15CB
- Liasoning with Banks for export remittances and import payments
- Liasoning with RBI for clearance of Export, Import Documents and Foreign remittances.

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- Company Law Matters :
 - - Compliance of Provisions of Companies Act, 2013, Rules and Amendments made thereof. Preparation, filing of Various periodical Returns, Occasional Forms and Documents as required to be filed with the ROC
 - Carrying out all formalities in respect of Issue, Transfer of Share Certificates.
 - Carrying out all formalities in respect of formation of Pvt. Ltd. companies
 - CHG-1, CHG-3, DPT3 various compliances.
 - Liasoning with Merchant Bankers regarding IPO.
 - Preparation of Legal and other documents as required in IPO.
- - - Liasoning :
- - Liasoning with various Government Departments Income Tax, GST, Sales Tax, Excise.
 - Liasoning and interaction with Auditors and other professionals.
 - Liasoning with Land Revenue Officers, MMRDA, CIDCO, MPCB, MIDC, MSRDC for related matters.
 - Liasoning with Auditors, Lawyers for AIFR, BIFR, High Court Matters, Income tax Cases.
 - Filing of MPCB Returns
- **Stock and Record:**
- - Maintaining Stock record as per SKU and Product Type.
 - Maintaining Job work and Purchase Records as per GST requirement.
- **Plant Operations :**
- - Monitoring production along with team as per customer Orders.
 - Arrangement of Transports as per delivery schedules.
 - Keep track of Raw material and other consumables as per requirement of Production schedule.
 - Monitoring and keeping track of Scrap materials of plant.
Arrangement of Labour as per production schedules with different department.

PROJECTS

Departmental GST Audit

Accountant representing on behalf of Legal entity *Jun 2022 - Jan 2023*

Successfully conducted GST Departmental Audit for Several States.

Compliance and Due Diligence Regarding Same.

IPO Compliance and Preparation

Accountant and Team Member regarding IPO Documentation *Jun 2022 - Present*

Preparation of documents regarding IPO.

Preparation of Auditors Deliverables certificates as required for IPO.

Preparation of Legal compliances as required by Legal Team and Merchant Bankers.

Drafting of Several Chapters along with Team and PCA, PCS.

Preparation of Information required in IPO.

EDUCATION

S.S.C.

Swami Vivekanand Vidya Mandir, Khalapur *Apr 1999 - Mar 2000*

H.S.C.

Janata Vidyalay Khopoli *Apr 2001 - Mar 2002*

B.Com.

K.M.C. College Khopoli *Apr 2004 - Oct 2005*

M. Com Part-I

K.M.C. College Khopoli *Apr 2009 - Mar 2010*

L.L.B. 3 Years

Gokhale Education Society's Law College, Kharghar *Apr 2022 - Present*
Persuing 5Th Semister

LANGUAGES

Fluent in English, Hindi, Marathi .

AWARDS

Appreciation Award

Prostarm Info Systems Limited *2023-01-11*

Awarded for positive approach and taking initiative and handling Taxation and Financial matters.