

**ANUJA A. PURANIK** (ACMA, M.com)

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**✚ PROFESSIONAL AND EDUCATIONAL QUALIFICATION:**

Qualification	Board/ University/ Institute	Year	Percentage (%)
Cost Accountant	Institute of Cost Accountants of India	2015	55.50
M.Com	University of Pune	2011	60.75

- Associate Member of Institute of Cost Accountant of India from 05/11/2015.  
(Membership No. A-39546)
- Qualified Master of Commerce with specialized subject 'Costing'.

**✚ WORK EXPERIENCE**

Organization	S.R. Bhargave & Co.	
Designation	Period of working (from-to)	Duration
Partner	October,17 to Till Date	2 years
Assistant Manager	January, 2015 to September, 17	2 year 8 months
Employee	January, 2014 to December,2014	1 year
Article	August, 2010 to December2013	3years 4 months
<b>Total experience</b>		<b>9 years</b>

**✚ WORK EXPERIENCE:**

➤ **GST**

- GST migration & Registration
- GST Impact Analysis.
- GST post implementation.
- Verification and filing of GSTR 1, GSTR 3B, GSTR 9 and ITC 04
- GST Annual Audit - Preparation and filing of GSTR 9C
- Audit and Verification of Records Pertaining to Goods and Service Tax.
- Refund claim under GST
- Conducting training program for articles and office staff.
- Presentation on various issues to the management of various companies.

➤ **Legal Matters**

- Drafting replies to EA 2000 Audit Reports.
- Drafting replies to Show Cause Notices issued by Excise & Service Tax Department.
- Drafting appeal against Order in Original and Order In Appeal passed by the Excise and Service Tax Department.
- Regular appearance before Adjudicating Authority for personal hearing.
- Assisted in personal hearing before the Commissioner (Appeals), Pune and CESTAT, Mumbai.
- Independently handled various legal matters in respect of service tax. i.e. drafting replies to letters issued by Superintendent, Adjudicating authorities and CESTAT.
- Drafted Opinion against various issues under GST regime and pre GST regime (i.e. Service Tax and Excise matters)

➤ **Service Tax & Central Excise**

- Conducting Desk Review and audit of records of Excise and Service Tax for Clients.
- Service Tax and Central Excise Registration.
- Filing of service tax and central excise returns.
- Preparation of service tax refund claim.

➤ **Other**

- Published article on “Job Work” in Tax Bulletin issued by The Institute of Cost Accountants of India, Kolkata.
- Involved in preparation of Thesis on the subject “Tax Planning as a Tool for Cost Reduction, with special emphasis on Central Excise and Service Tax with reference to selected Industrial units in and around Pune” by Dr. Sanjay R. Bhargave.
- Preparing Audit Program & Plan.
- Computation of GST liability, Service Tax Liability & Central Excise Liability.
- Drafting Audit Report for Management of Company.
- Stock Audit.
- Cost compliance and Cost Audit.

✚ **TECHNICAL SKILLS:**

- MS-CIT- Good knowledge of handling MS excel, MS Word, MS Power Point.
- Basic knowledge of TALLY and SAP-basic level
- Diploma In Computer Programming (D.C.P) From Naralkar Institute, Pune (C, Core Java, Visual Basic.)

✚ **HOBBIES**

- Dancing- learned basics of kathak.
- Drawing
- Art - Making crafts, home décor