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Ahmedabad, 382345

Mumbai:- 119/104,Hindustan Chowk,
Mulund Colony west-
400082
(JOB Location)

CAREER OBJECTIVE

- To pursue a challenging and growth oriented career in your esteemed organization that offers opportunities to learn & grow by delivering the results.
- Ability to work & adapt as team and always work with practical aspect.
- To Work in a dynamic environment that provides me wide spectrum of experience and exposure. To bring a versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

WORK EXPERIENCE

❖ **Alag Property Constructions Private Limited**

1. Designation: **Manager –Accounts and Taxation**
2. Duration: From May 2019 to Present

❖ **N. Gamdadia & Co., Chartered Accountants, India**

1. Designation: **Manager – Indirect Tax**
2. Duration: From May 2017 to March 2019

❖ **Articleship :**

1. **Alpa Bhavesh Shah & Co., Chartered Accountants** – February, 2014 to February, 2017

KEY TASK HANDLED – ARTICLESHIP AND EMPLOYMENT

❖ STATUTORY AUDIT

- I have done the Finalization of Accounts of various Private Limited companies and prepared balance- sheet as per Schedule-III.

❖ DIRECT TAXATION

- Preparation & Computation of Income Tax Returns & filing of Returns of companies, Partnership Firms, Individuals.
- Preparation of Tax Audit Reports.
- Dealt with matters relating to preparation of submission of scrutiny assessment Under Income Tax Act.
- Have prepared 15CA & 15CB for the payments to Non-Residents.
- Preparation of TDS Returns (Original & Revised)

❖ INDIRECT TAXATION

- Determination of Service tax and filing of Service tax Returns.
- Registration of Entities under Goods and Service Tax.
- Understanding the Transitional provision between two emerging Law.
- Transferment of Credit, Filing of TRAN -1 and 2.
- Day to day compliance regarding understanding the nature of Goods or Services, for determination of correct HSN/SAC for Taxability Purpose.
- Interpretation Law – regarding Eligible and In Eligible Input Tax Credit with reference to Section 17(5) of CGST Act, Reverse Charge Applicability under GST Act.
- Filing of GSTR 3B, GSTR 1, DRC 03.
- Reconciliation of GSTR 3B, GSTR 1, GSTR 2A with data in Books.
- Application for Refund of Tax paid/Input tax Credit as per Law.
- Application for obtaining of Letter of Undertaking as mandate requirement for Zero rated Supply under GST.
- Independently handle matter of Assessment under Goods and Service tax, Service Tax. (Inc. Search case)

❖ RERA

- Registration of Project/Scheme under RERA
- Project Planning considering the Cost Analysis
- Monitoring Timely updation of project details on RERA Web-Site based on the Engineer Certificate/Architect Certificate/Chartered Accountant Certificate
- Keep on Tracking the Completion of Activity as estimated in Scheduling received from Engineer.
- Raising of Demand letters to intended buyers in tune of completion of activity base on Architect Certificate and RERA Schedule.
- TDS Compliance under section 194IA and GST Compliance
- Preparation of various certificate as required in consultation with Chartered Accountant.

❖ FEMA/RBI Compliance

- Filing Requirement under FEMA for Overseas Direct Investment and submission of documents with Bank.
- Filing of Annual Performance report under RBI norms – for Individual and entity have Investment in

Outside India.

- Filing of Financial Asset and Liability report – for those who have Either of unilateral Investment in India or Out Side India.

❖ **PRESENTATION AND DRAFTING SKILLS:**

- Prepared various Articles on following topics for internal purpose and client circulation, on Taxguru:
 - GST Law and Amendments
 - Income Tax Law
 - RERA

❖ **TECHNICAL SKILLS:**

- Knowledge of MS Office Suite and Tally ERP Software
- Familiar with Taxation Software: Quick Book, Spectrum, Easy Office, etc.

EDUCATION & ACCREDITATION

- **2017:** Chartered Accountant (Institute of Chartered Accountants of India)
- **2015:** Bachelor of Commerce (Gujarat University, Ahmedabad)
- **2012:** Higher Secondary Education in Schooling (Gujarat Board, Ahmedabad)

PERSONAL DETAILS

- **Date of Birth** : 17thFebruary, 1995
- **Gender** : Male
- **Marital Status** : Single
- **Nationality** : Indian
- **Languages Known** : English, Hindi, Gujarati
- **Hobbies** : Sports, Music

❖ **My Strengths:**

- Quick Learning, Adaptability, Honesty, Dedication to work, Time Management, Self-confident.

CA PARTH Y. Shah