

# Vikash Saraf

## Semi Qualified CA

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Howrah - 711101

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### CAREER OBJECTIVE

To join a well known Organization and grow in its challenging business environment where I can utilize my knowledge and training skills so as to make a meaningful contribution to the Organization and further enhance my skill and knowledge as a professional.

### WORK EXPOSURE

Currently working as, a Senior Accountant & Finance Executive at M/s Rungamattee Tea & Industries Limited, Kejriwals Groups Companies. from Dec 2013 till date. Key responsibilities:

- Prepare Corporate & Personal Tax Returns.
- Managing of day to day Accounts.
- Preparation Documents for Merger.
- Finalization of Accounts of Companies.
- Co-ordination with Statutory Auditors during the course of Audit and to provide relevant documents.
- Calculate Individual & Corporate Tax Installments payments.
- Company Secretary works.
- Filing of Income Tax Returns, ROC, TDS Returns etc.
- Co-ordination with Banks (For CC A/c or Bank Guarantee or LC)
- Handle Income Tax Appeal Matter
- Knowledge of IND-AS upto Audit Level
- GST

Past Working as an Accountant at M/s Charu Enterprises (100% Export Company), from April 2011 till Nov,2013 date. Key responsibilities:

- Prepare Partnership & Personal Tax Returns.
- Managing of day to day Accounts.
- Finalization of Accounts of Partnership firm.
- BRS.
- Calculate Individual & Corporate Tax Installments payments.
- Filing of Income Tax Returns, Service Tax Return, Professional Tax, EPFO and TDS Returns etc.
- Co-ordination with Banks (For Foreign Bill and Discount Bills)
- Sale Tax Matter

### ARTICLE TRAINING

Article trainee at Dokania & Dokania, Chartered Accountants Kolkata & T.D.Pal & Co, Chartered Accountants, Kolkata (Sep-2007 – Mar 2011). The training period of three and half years included exposure to various types of audit, learned to meet deadlines, handling of client personnel, coordinating and consolidating tasks etc.

- Conducted Statutory and Tax audit of various limited companies & Bank Audit, partnership firms, Trust and proprietorship concern. Conducted Audit of Non-Profit Organization.
- Preparation of Balance Sheet and PL, exposed to compliance with requirement of Schedule VI of Co.'s Act 1956, Compliance with Accounting Standards, Drafting Audit report as per reporting requirement of CARO.
- Computation of income and filing of income tax returns.
- Matters related to ROC including filling of annual accounts and other compliances.
- Learned Income Tax Departmental Works.

## EDUCATION

<u>Name of Examination</u>		<u>Year of Passing</u>	<u>Board/University/ICAI/ICSI</u>	<u>Division/ %</u>
<b>Chartered Accountant</b>	Final 1St Gr	2012, Nov	The Institute of Chartered Accountants of India	51.25%
	P.C.E	Nov,2011		51.66%
	C.P.T	Nov, 2007		50.00%
B.COM(Hons)		2007	Calcutta University	2nd
Class XII		2004	W.B.H.S.E	2nd
Class X		2002	W.B.S.E	2nd

## COMPUTER PROFICIENCY:

Proficient in

- Microsoft Office (Word, Excel)
- Internet and
- Under go compulsory Computer training as per ICAI.
- Accounting Software – Tally Erp9, DOC, FACT and ACE.

## PERSONAL DETAILS

**Father's Name** : Pawan Kumar Saraf  
**Mother's Name** : Sangita Saraf  
**Date of Birth** : 27<sup>th</sup> March 1986  
**Marital Status** : Married

**Languages Known** : English Hindi and Bengali  
**Hobbies** : Cricket.

I, hereby declare that all the information mentioned above is true to the best of my knowledge

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