

Curriculum Vitae

Santosh Upadhyay

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Career Objective –

To be an innovator by applying and enhancing my knowledge and skills in the area of Taxation, Accounts and Finance can be utilized to improve the company's profitability.

Working Experience: (7 Years - Conti.....)

1. 2nd-Jul-2018 – Till dated

SARA Group(SARA International Ltd, Sara Textiles Ltd and Magnum Resources)

Corporate Office: SARA House, B-8, Sector -4, Noida (U.P.)

Company Profile: 1. Commodity, 2. Investment, 3. Textiles, 4. Machinery (Trading), 5. E-commerce

Designation: Sr. Executive – Finance & Accounts

Reporting: C.F.O. and A.G.M.

Responsibilities:

- **Goods and Service Tax (GST):** GST Return (**24 States**) Monthly/Quarterly and ISD Returns, Refunds processes, Deposit Challans, CGST, SGST, IGST, HSN/SAC, Rates of GST. REGISTRATIONS, MIGRATIONS, Monthly 2A Reco., ETC.
- EWAY- Bill tracking and filling.
- To lead and manage all aspects of the function of GST implementation and to ensure the GST is implemented smoothly within the group.
- To compile and maintain GST records and to co-ordinate with Operations Team within the group to ensure smooth & accurate overall running of sales Export billing for refund process.
- Monitoring and compiling of company Rebate / Credit / Debit note issue on monthly basis.
- **TDS =** Deduct (all heads), deposit, Return filling, TDS 26AS and issue Tax Deduction Form 16/16A.
- Prepare profit & loss statement & Balance sheet with auditors including notes.
- Multitasking skills with ability to work in independently and as a part of a team.
- Supporting internal & external auditors for completing all audits.

- Maintenance books of accounts in **Tally ERP9 & APPS ERP 10i,Webtel, TDS CompuOffice.**
- Preparation of Bank Reconciliation Statement and petty cash.
- Day to day accounting work i.e. vouchers, filing, Employees Claim etc.
- Compile & analyze financial information.
- Explain billing invoices, accounting policies to staff, vendors & clients.
- Preparation of Accounts Payable and Receivable statement.
- Reconciliations of Debtors / Creditors.
- Import Transaction Handling and follow BOE.
- Generation of monthly /weekly reports of Cheques and Demands draft.

Previews Employers:

2. May 2013 – 30-Jun-2018.

Paramount Products Pvt. Ltd. (**Govt. Recognized Star Export House**)

HEAD OFFICE: A-55, Okhla Industrial Area, Phase-II, New Delhi-11002

Company Profile:

- Export oriented company of Garments.
- Having Turnover of 400 Cr. (Approx)
- 10 Factories including corporate office in Delhi- NCR.

Designation: Sr. Executive - Accounts (Head Office)

3. July 2012 – 9-May-2013

Amicus Infotech Pvt. Ltd. (Groups) A-105, DDA Sheds, Okhla, Ph-2, New Delhi
(www.Makemycareer.com)(www.amicusinfotech.com)

Profile: Sr. Accountant

Knowledge and Experience Gain –

GST, M.S. Office, MIS Reporting, Business Accounting, Banking, Cash, Company Law, DVAT, UPVAT, TallyERP9, Income Tax (TDS, Return File, 16/16A, 26AS, ITRs, Etc) Insurance and Investment, Industry Wise Accounting, Legal Documents, Import Remittance, Central Sales Tax, Service Tax, Profit & Loss, Balance Sheet, Payroll, Etc.

Academic Qualification –

- MBA (Financial Accounting Management) (Distance) from NIBM, Kerala in 2017.
- Bachelor of Commerce (B. Com) from V.B.S. Purvanachal University in 2012
- HSC from A I M Collage U.P. Board in 2007.
- SSC from J I C Collage U.P. Board in 2005.

Professional Qualification –

- Diploma in Desktop Publishing (DTP). From C.T.M.S. Varanasi.
- Diploma in Computer Concept (CCC) from DOEACC, (Head Office) New Delhi.
- CPCA Course from National Institute of Finance and Accounts Varanasi, UP.
- **GST Training** with CA Groups & Professionals (GSTPLATFORM).

Personal Information:

✓ Date of Birth	:	20-May-1990
✓ Marital Status	:	Unmarried
✓ Gender	:	Male
✓ Father's Name	:	Mr. Sury Narayan
✓ Languages Known	:	English, Hindi, Local

Declaration:

I declare that all the information that I have provided is authentic to the best of my knowledge.

Place:

New Delhi, India

Sign.

Santosh Upadhyay