**PARVEEN KUMAR CHAUHAN**

House No. F-21 & E-24A, First Floor , Gali No. 06, EF Block ,

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**SENIOR LEVEL ASSIGNMENTS – ACCOUNTS & TAXATION**

**CAREER OBJECTIVE**

Seeking challenging position with a reputed organization which provide opportunities for professional growth and advancement, where I can utilize my experience and acquired skills towards becoming a valuable team member & contribute meaningful towards the growth of the organization.

**EXECUTIVE PROFILE**

* Proactive and result oriented accounts professional with a broad experience of **24 years’** assignment in accounts, auditing, taxation, branch account controls, preparation of leave registers/ wages & statutory compliance
* Core competencies in managing TDS, PF, ESI, Control, issuing of party cheques/ related matters, Sales Tax of Different States, GST ,following up with Sundry Debtors/Creditors,Party Account Reconcilation, Profit & Loss Account,CSR Airlines, CASS Payments, Sea Export and Sea Import , Air Export, Door to Door Courier Services,Inward and Outward Remmittance ,etc.
* **Technical proficiency & working exposure of using MS Word, Excel, Tally 7.2,9, and ERP9, HIS Software – Cargo, Catus Software - Cargo**
* Systematic and organized with quick adaptability to changing trends and processes and possessing exceptional interpersonal and presentation skills, comprehensive problem detection/ solving abilities and a highly analytical bent of mind thus being able to comprehend & explain complex financial data easily. **Multilingual** with proficiency in English & Hindi.
* Working with Franchisee of Levis, Adidas & Benetton, Broad Experience of Retail Accounts, Contractor Accounts, Manufacturing Unit Accounts, Catering Service, and **2 Years Experience in Cargo / Logistics Industry.**

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| --- | --- | --- |
| Accounts | Taxation | Auditing |
| Computerized Accounts | Voucher Entry, Bank Reconcilation, Party Account Reconcilation | BALANCE SHEET, PROFIT & LOSS ACCOUNT,  EVENT COST , OUTSOURCE COST OF CATERING SERVICE  PROFIT AND LOSS ACCOUNT OF RETAIL , CATERING SERVICE, CARGO/LOGISTICS INDUSTRY |
| Fund Management | Branch Account Controls & Filling of Returns of Statuory Compliances | INCOME TAX/P.F/E.S.I/SERVICETAX/T.D.S./INVENTORY/  EXCISE/LBT /VAT/GST, CSR OF AIRLINES, CASS PAYMENT, SEA EXPORT, AIR EXPORT, SEA IMPORT ,REMMITTANCE,ETC |
| Preparation of Wages, attendance of staffs | Branch Inspections | SALES TAX / VAT (DELHI/U.P/HARYANA/PUNJAB/RAJASTHAN/HIMACHAL PARDESH ,WEST BENGAL, MAHARASTRA )  GST – RETURN FILLING & COMPLIANCES  (DELHI /UP/HARYANA/MAHARASTRA ) |

**EMPLOYEMENT CHRONICLE**

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| --- | --- |
| TBO Cargo Private Limited Assistant Accounts Manager | Since 2020 |
| Fork and Spoon Unit of Nijhawan Travel Service Assistant Accounts Manager  Pvt Ltd | 2018-2020 |
| Nijhawan Retail Pvt Ltd – Subsidary company of Accounts Officer  Nijhawan Travel Service Pvt Ltd | 2014-2018 |
| Nijhawan Travel Service Pvt Ltd – Retail Accounts Officer | 2011-2014 |
| Taneja Vidyut Control Pvt. Ltd. Assistant Accounts Manager | 2008 – 2011 |
| Noble Marketing - Retail Senior Accountant | 2005- 2008 |
| Samtronic Television Pvt. Ltd. Accountant | 2002- 2005 |
| Snow Flakes Exports Accounts Assistant | 1998- 2002 |

**FUNCTIONAL STRENGHTS**

**Accounts:** Responsible for controlling overall accounting operations from book keeping, expenditure control till account finalization to ensure smooth accounting operations. Administering finalization of year ending accounts inclusive of preparation of balance sheets/ P & L accounts.

**Commercial Operations**: Accountable for managing TDS, PF, ESI, Control, issuing of party cheques/ related matters, Excise ,Service Tax, GST following up with Sundry Debtors/Creditors , CSR ,Sea Export and Sea Import, Air Export Accounting. Driving the preparation of leave records, payment of salaries etc. & handling branch inspections, Event Cost, Outsource Cost of Catering Service , Profit and Loss Account.

**Auditing:** Conducting internal audits of different branches, analyzing existing systems for proposing improvisation measures. Preparing audit schedules/ ensuring completion of the same within the stipulated time frame. Identifying frauds/misrepresentation in books of accounts.

**Taxation:** Planning & developing tax structures for direct / indirect taxes to optimize taxes for promotion of wealth generation & wealth protection. Interfacing with IT/Sales Tax authorities for timely filing of service tax, TDS, Sales Tax, GST etc.

**Statutory Compliance:** Ensuring compliance to the govt. rules and regulations as laid down by statutory authorities.

**ACADEMIC QUALIFICATION**

B.COM from Delhi University

**EXTRA QUALIFICATION**

One Year Diploma in Computer Application ( MS-Office, Tally & DTP )

**SOFTWARE KNOWLEDGE**

Tally ERP9, 9, 7.2 , Busy, Saral Pay Pack for ESI & PF Returns , Saral Accounting, Eshopaid, ETP, Raymark, HIS Software, Catus Software

**PERSONAL DETAIL**

Father’s Name : Late Sh. Kasturi Lal

Martial status : Married

Religion : Hindu

Languages known : Hindi & English

Date of birth : 03-09-1977

No. of children : One

Place of living : Om Vihar Extension , Uttam Nagar, New Delhi

Gender : Male

Present Salary : 65,000/- P.M. ( Gross )

Expected Salary : Negotiable

Date : :

Place : New Delhi **( PARVEEN KUMAR CHAUHAN )**