

CURRICULUM VITAE

Khalid Faridi

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OBJECTIVE:

To work in an organization of repute and to enrich professionally, and grow and branch out together.

Career Summary:

Bachelor of Commerce from Patna University and having total 20+ years of work experience as Tax Consultant & Deputy Manager in the field of Accounting & Financial Management system and process.

PROFESSIONAL KNOWLEDGE:

Excellent knowledge of Accounts & Financial management system and to maintain as well as doing audit of all account books finalization up to Balance Sheet along with Advance Tax , TDS, Sales Tax (VAT), Excise Duty (including all manual books), computation of Taxable Income (company & individuals), Return responsibilities of direct & indirect taxes including Income Tax Assessment , Export & Import of accounting, documentation and Banking Foreign Remittances), Inventories and liaisoning works with authorities. Excellent knowledge of Credit controlling & budgeting with debtors & creditors.

WORK EXPERIENCE:

1. Worked with **M/s. Legris India Pvt. Ltd.** from July-2016 to May-2021 as **Tax Consultant** Responsible for Sales Tax assessments, Income Tax assessment and GST (including counseling appearance on demand notices before the authorities), Returns, Assessments, Taxation and Liaisoning responsibilities.

OVER ALL JOB PROFILE:

Worked with responsibilities of timely maintaining of all account books finalisation up to Balance sheet with management of Sales Tax (VAT), Excise Duty(with maintaining of all Excise Books computerise or manual), TDS, Advance Tax, e-returns, Payments of payables of direct and indirect taxes.

Key Strength Taxation:

- Computation of Taxable income (Companies & directors or partners) and employees
- Assessment of income tax, Computation of Tax (Salary) TDS on Salaries, Rent, contractor and professionals.
- Dealing with auditor (Internal , Statutory & Tax Audit)
- Computation of Sales Tax (VAT) Payables or Refundable Documents & Returns according to Sales Tax Rules, Liasoning with authorities for Assessments.
- Branch Accounting, online feeding and check correctness of payables.
- Approaching for hearing with the commissioner of IT, GST Central Excise and demand notices.

Key Responsibilities

- Maintaining all books account
- Finalisation of Balance sheet
- Management of Sales Tax (VAT),
- Excise Duty(with maintaining of all Excise Books computerise or manual)
- TDS, Advance Tax, e-returns,
- Payments of payables of direct and indirect taxes.

2. Worked with M/s. **Legriss India Pvt. Ltd.** as **Dy. Manager Finance** from **May- 2001 to June-2016.**

Key Responsibilities Management Information Systems (MIS)

- Loan / PCL & bill discount Procudure
- Foreign Remittances & Fluctuation A/c
- Profitability Analysis – Profit Centre

- Cash flow & Fund flow statement
- Manpower Cost Analysis
- Incentive working
- Daily -Weekly –Monthly Sales Collection Remittances
- Outstanding Statements periodically

Finance

- Projected Balance Sheet and Profit & Loss Accounts.
- Budgeted Expenses Vs Actual
- Bank Loans & Limits dues and funds management.
- Budget & outstanding management with debtors & creditors.
- Cash flow, Funds flow, Working capital & Balance Sheet Analysis.
- Responsible for financial & Credit Controlling with debtors.

Inventory

- Fair inventory management with 100% accuracy of closing stock, costing & physical verifications.
- 100 % accuracy of raw materials procurements, Consumables, under processing stock and finished stock with its costing at a manufacturing unit

3. Worked with M/s. Brite Associates (C&F of Goodyear Tyre) as Account Assistant from March 1999 to March 2001

Key Responsibilities

- Preparing financial documents invoices, bills and accounts payable and receivables
- Completing purchase orders
- Assisting budgets, completing bank reconciliations & managing payrolls
- Completing financial reports on regular basis and providing information to supervisor.

PROFESSIONAL QUALIFICATION:

- 3 Years Article ship with chartered Accountants M/s. R.M. Associates(Chartered Accountant) Patna, as Auditor from

May-92 to June-95 during the period I have audited the accounts of Companies, Partnership firms, individuals, Bank audit and shops establishment

- PGDC diploma in Computer Application and well versed with Microsoft Office (Ms Word, Ms Excel, Ms Power Point, Ms Access) etc.
- Six months diploma in Tally and have a working experience of Six years in Tally 6.3 & 9.1 and many windows, FoxPro based Packages.
- Worked on ERP software system JDE Edward AS 400 Platform.

ACADMEIC QUALIFICATION:

- B.Com. (Hons.) From Patna University in 1992 in first division with percentage of marks 67%.
- 12th in Second Division from Bihar Board.
- 10th in Second Division from Bihar Board.

PERSONAL DETAILS:

Father's Name:- M. A. Farah Faridi
Date of Birth:- Jan 1, 1973
Religion:- Islam
Language Known:- English & Hindi
Marital Status:- Married
Passport Number:- J7504989

Date

Khalid Faridi