

ISHAN GROVER

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CAREER OBJECTIVE:

To work in a challenging and dynamic environment which will help me to pursue a dynamic and challenging career and integrating my own goals with the organization's, so as to become a catalyst in each other's growth and where I can use my analytical skills and leadership quality while concurrently upgrading my skills and knowledge.

OVERVIEW

- Prepare and examine financial records.
- Organize and maintain accurate records.
- Ensure that financial statements comply with laws and regulations.
- Compute taxes owed, prepare tax returns and ensure prompt payment.
- Sound knowledge of working on TALLY ERP -9
- Well versed with GSTR 1, GSTR 3B, GSTR 2A, GSTR 9 & 9C etc.

ACADEMIC CREDENTIALS

- ☛ Pursuing CA Final
- ☛ B. com From Delhi University

EXPERIENCE:

About **5 years** of experience of Statutory Audit, Tax Audit, Stock Audit, TDS and Income Tax Return.

About 3 Years of Experience of GST Returns

CURRENTLY WORKING WITH:

Bigtel it solutions pvt ltd

Accountant –

From Mar 2022 to Present

Company Profile: BIGTEL IT SOLUTIONS PRIVATE LIMITED Delhi. A Call Center Deals in Life Insurance and Commercial Insurance.

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepare Gst computation and filling for the same
- Prepare TDS Statement As per Income tax Act 1961

1. PVRN & Co Article Assistant.

Duration : From Oct 2012 Oct 2015

Company Profile: PVRN & Co. Delhi, (A Chartered Accountant & co). A Chartered Accountant Firm Deals in Statutory Audit, Tax Audit, Bank Audit, Stock Audit, Vat, TDS, and Income Tax Return etc.

2. Gaurav Tandon & Co.

Duration : From Aug 2016 – Dec-2020

Senior Accountant –

Company Profile: Gaurav Tandon & Co. Noida, U P (A Chartered Accountant & co). A Chartered Accountant Firm Deals in Statutory Audit, Tax Audit, Bank Audit, Stock Audit, Vat, GST Audit, TDS, and Income Tax Return etc.

Responsibilities

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepare Gst computation and filling for the same
- Prepare TDS Statement As per Income tax Act 1961
- Filling Income Tax Return

3. JKM Overseas Pvt.

ltd.

Dec-2020 To Oct 2021

Senior Accountant –

Company Profile: JKM Overseas Pvt ltd Bhondsi, Gurgaon Haryana. A company deals in Manufacturing of garments and exports the same

Responsibilities

- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Prepare Gst computation and filling for the same
- Making Application of Gst Refunds
- Prepare TDS Statement As per Income tax Act 1961
- Filling Income Tax Return

Computer skill:-

Good working knowledge of day today use computer application software, likes MS Word, Excel, internet, Busy, Tally ERP 9, Genius, CompuGST etc.

PERSONAL DETAILS

FATHER'S NAME : Shri Satish Kumar

DATE OF BIRTH : 25th July 1990

MARITAL STATUS : Married

Yours sincerely

DATE :

(ISHAN GROVER)