

HIMANSHU VATS

Contact : +91-9953128128 Email: vatshimanshu1212@gmail.com

Objective

Applying and continuously upgrading my intellectual capital in the ever-changing field of accounts and finance, learning through every available opportunity, and making every assignments count in terms of the value addition to the organization growth & development and to serve the organization with positive attitude and efficiency.

SYNOPSIS

- An **Accountant** with the knowledge of the subjects like General Accounting and Taxation.
- Working as an Accountant with M/s. Crown Global Trading Private Limited from February 2018 till present.
- Strong communication, interpersonal skills, Dedicated & Self-motivated and organized individual who adapts well to the new tasks.
- Highly professional, proven leadership, Time Management Skills.
- Accurate, precise & highly ethical in all work related assignments.
- Ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines.

ACADEMIC CREDENTIALS

B.Com Pass

ORGANISATIONAL EXPERIENCE

Experience –Crown Global Trading Private Limited (February 2018-Present)

- ☐ General Accounting in Rice Trading sector & Manufacturing Sector
- ☐ Tax computations Like, (Sales Tax, GST, TDS & Income Tax Salaries)
- ☐ Filing of Sales Tax Return, GST Return, TDS return and ITR of Individuals
- ☐ Preparation of data and maintenance of records in Tally & preparation of financial statements of Companies & other Accounts.
- ☐ Preparation of Trial Balance, Profit & Loss Account and other adjustments of Balance Sheet
- ☐ Preparation of projected Balance Sheet of Firms.
- ☐ Dealing with Banks for Funds Management & Export Documentation with Banks (like BRC, Export Knock-off etc.)

Experience – P. S. Law Group (June 2014-January 2018)

- ☐ General Accounting in Trading sector, Manufacturing Sector & Service Sector
- ☐ Tax computations Like, (Sales Tax, TDS & Income Tax Salaries)
- ☐ Filing of Sales Tax Return, TDS return and ITR of Individuals
- ☐ Preparation of data and maintenance of records of clients in Tally & preparation of financial statements of Companies & other assesses.
- ☐ Preparation of Trial Balance, Profit & Loss Account and other adjustments of Balance Sheet
- ☐ Preparation of projected Balance Sheet of Firms & Individuals.
- ☐ Handling client Sales tax notices and solving their queries.

SBG & Co. CA Firm (Jan 2009 to April 2014)

- ☐ General Accounting in Trading sector and Manufacturing Sector

- ☐ Tax computations Like, (Sales Tax, TDS & Income Tax Salaries)
- ☐ Filing of Sales Tax Return, TDS return and ITR of Individuals
- ☐ Preparation of data and maintenance of records of clients in Tally & preparation of financial statements of Companies & other assesses.
- ☐ Preparation of Trial Balance, Profit & Loss Account and other adjustments of Balance Sheet
- ☐ Preparation of projected Balance Sheet of Firms & Individuals.
- ☐ Handling client Sales tax notices and solving their queries.

Dee Marks Hotel & Resorts (Feb 2007 to Dec 2008)

- ☐ General Accounting like, (All Type of Sales , Purchases, Trade Payables, Trade Receivables and other adjustments)
- ☐ Tax computations Like, (Sales Tax, TDS, Luxury Tax & Income Tax Salaries)
- ☐ Filing of Sales Tax Return, TDS return and ITR of Individuals
- ☐ Preparation of Trial Balance, Profit & Loss Account and other adjustments of Balance Sheet
- ☐ Preparation of projected Balance Sheet of Firms & Companies.
- ☐ Handling client Sales tax notices and solving their queries

Kesri Steels Limited (Oct 2005 to Jan 2007)

- ☐ General Accounting like, (All Type of Sales , Purchases, Trade Payables, Trade Receivables and other adjustments)
- ☐ Tax computations Like, (Sales Tax, TDS, & Income Tax Salaries)
- ☐ Filing of Sales Tax Return, TDS return and ITR of Individuals
- ☐ Preparation of Trial Balance, Profit & Loss Account and other adjustments of Balance Sheet
- ☐ Preparation of projected Balance Sheet of Firms & Companies.
- ☐ Handling Sales tax notices, Forms and solving their queries

PROFESSIONAL DEVELOPMENT

- Well versed with MS- Office with advanced level knowledge of Excel.
- Skilled in Accounting packages like Tally 7.2, Tally 9.0 ERP etc.
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EXTRA TIDINGS

Keen interest in Music, Novels, Sports.

PERSONAL DETAILS

Date of birth : 1st February, 1985
 Marital Status : Married
 Languages known : English, Hindi
 Nationality : Indian
 Father's Name : Shri Shishupal Vats
 Address : J-28, Krishan Vihar, New Delhi-110086.

References & Documentation Available If Asked For