



# Santosh Upadhyay

## Assistant Manager

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New Delhi, INDIA

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10 Years 0 Month of experience

## PROFILE SUMMARY

More than 10Years of Experience in Finance, Taxation & Accounting Actively looking for an opportunity. filed 24 states GST Returns Monthly/Quarterly, Refunds processes, Monthly 2A/2B Reconciliation, GSTR 9/9C EWAY Bill, IRN. Statutory Compliance management. Visiting statutory offices for GST/VAT refunds and assessments, Team Management more then 8 juniors, Advanced in MS Excel including PivotTables, VLOOKUP, INDEX/MATCH, Credit / Debit notes, import, export, BOE, SB, merchant Trades, inventory audits, TDS = Deduction (all heads), deposit, Return filling, Reco 26AS & issue Form 16/16A. Supporting internal & external auditors for completing all audits. Prepare profit & loss statement & Balance sheet & cost accounting reports. Maintenance books of accounts in Tally ERP9& APPS ERP 10i,Webtel, TDS CompuOffice, ZOHO, Bank Reconciliation Statement, petty cash, own vehicle, payroll, ecommerce, amazon, LC, FLC, directors personal returns, accountings, banking

## WORK EXPERIENCE

### Assistant Manager

Amicus Infotech Private Limited

06-2020 - Present

- Oversaw all company accounts and finance activities, including taxation, accounting, and compliance as per tax laws guidelines and rulings.
- Handled GST return processing, E-Way Bill, IRN and monthly 2B reconciliation, ensuring timely refunds and follow-up with vendors.
- Managed tax calculations for employees and TDS return filing, along with processing of

## KEY SKILLS

Finance

Banking

Gst

Taxation

MIS

Advanced Excel

TDS Return

Accounting

Gst Return

Income Tax

TDS

## CERTIFICATION



GST WORKSHOP WITH CA'S & MBA PROFESSIONALS conducted by SPEAKERS OF NIRC



CPCA



BRONZE MEDAL BY DELHI HALF MARATHON 2019

## PROJECTS

### National Seminar conduct by GOODS AND SERVICE TAX

31 Days

Seminar about completed 400 days of GST, attend this seminar with GSTN CEO, more CA consultants and professional at GSTN Aerocity New Delhi

## LANGUAGES

English

Hindi

LOCAL

## SOCIAL LINKS

sale/purchase, journal, payment and receipts entries.

- Prepared balance sheets, profit & loss statements, and weekly MIS reports, providing insights into payments and receipts.
- Generated Accounts Payable and Receivable statements, supporting internal and external auditors through the audit process.
- Managed payroll, PF, ESI, and oversaw import/export documentation such as BOE, A1, A2, 15CA/CB, MTT, SB, FLC, e-FIRC, and BRC.
- Explained billing invoices and accounting policies to staff, vendors, and clients, ensuring clarity and compliance.
- Supervised a team of over 10 members across remote locations, exhibiting multitasking skills and fostering teamwork.
- Handled accounting for 10 states on Amazon portal, processing daily sales of 1000+ invoices and managing payment gateways.
- Collaborated with top consultants from Grant Thornton LLP (Bharat, USA), negotiating contracts and closing agreements for maximum profitability.
- Liaised with government authorities and consultants regularly, addressing GST cases, income tax cases, VAT cases, as well as PT tax cases for PAN location.
- Managed promoters' personal income tax returns, investments, expenses, and other financial matters to ensure compliance and accuracy.

### **Senior Executive Accounts and Finance**

Sara International Ltd

07-2018 - 02-2020

Goods and Service Tax (GST): 24 states GST Return Monthly/Quarterly and ISD Returns, Refunds processes, Deposit, 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.

Advanced in MS Excel including PivotTables, VLOOKUP, INDEX/MATCH, IF and Data Tables Etc Day to day accounting work i.e. vouchers, filing, Employees Claim etc. Monitoring and compiling of company Rebate / Credit / Debit note issue on monthly basis. TDS = Deduction (all heads), deposit, Return filling, Reco 26AS and issue Form 16/16A. Supporting internal & external auditors for completing all audits. Prepare profit & loss statement & Balance sheet & cost accounting reports. Maintenance books of accounts in Tally ERP9, ZOHO Book & APPS ERP 10i,Webtel, TDS CompuOffice, Preparation of Bank Reconciliation Statement and petty cash. Compile & analyze financial information. Explain billing invoices, accounting policies to staff, vendors & clients. Preparation of Accounts Payable and Receivable statement. Reconciliations of Debtors / Creditors. Export Transitions and BRC, E-Firc, Ad code, FLC,Etc. Import Transaction Handling and follow BOE. visit bank for Import,export payment, BOE and shipping Bills RBI caution list. Generation of monthly /weekly reports of Cheques and Demands draft. paument gateway: Razorpay, Payu and CC Avenue. Multitasking skills with ability to work in independently and as a part of a team.

### **Sr. Executive - Accounts**

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

05-2013 - 06-2018

Company Profile: Export oriented company of Garments. Having Turnover of 900 Cr. (Approx) 10 Factories including corporate office in Delhi- NCR.

## **EDUCATION**

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**MBA/PGDM - Finance**

**2017**

NIBM, Delhi

**B.Com - Commerce**

**2012**

V.B.S. Purvanachal University

**Class XII**

**2007**

Uttar Pradesh, Hindi

Marks - 65-69.9%

**Class X**

**2005**

Uttar Pradesh, Hindi

Marks - 55-59.9%