

VISHAL SINGH RAWAT

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Summary

Methodical Fintax professional current on best practices, software tracking and documentation requirements. Expert in dealing with complex financial information and leveraging analytical techniques to maintain compliance. Attentive to details, trends in financial data and changing laws.

Professional Experience

Senior Associate- Fintax

Ranjeet Kumar & Associates • Dwarka Delhi

12/2022 - Present

- **Company Overview:** Ranjeet Kumar & Associates is a company secretary firm located in Dwarka.
 - **Compliance Calendar:** Prepare the monthly statutory compliance calendar and send it to each client, containing all due dates that fall within the month.
 - **TDS Compliance:** Prepare the TDS payment sheet and share the TDS challan with the client on or before the 7th of each month.
 - **Filing TDS return** - 24Q (with 260+ employee records and also reconciling Part A and Part B in Form 16), 26Q (with 8000+ deductee records), and 27Q.
 - **GST Compliance:** Prepare GSTR-1, GSTR-3B, and GSTR-6 with a proper working sheet as per ICAI guidelines, and file such returns on time without any default (with a maximum of 1,500+ invoices in GSTR-1 monthly).
 - **Bookkeeping:** Monitor day-to-day accounting, and help team members with accounting.
 - **Filing the SFT form** on the income tax reporting portal.
 - **Department Notices:** Prepare and file responses to notices from clients received from the Income Tax and GST departments.
 - **Books Finalization:** Responsible person for finalizing the books of accounts for various clients and preparing the financials for all clients.
 - **Communication with Auditor:** Coordinated with external auditors during annual audits, facilitating smooth completion of audit processes.
 - **Payroll Management:** Finalizing the monthly salary sheet, calculating proper TDS, PF, ESIC, LWF, PT, and advances deductions, and sending such payroll sheets to clients for salary disbursement.
 - The overall responsible person in the finance and taxation division of the firm, with two or three junior staff members, handles all clients of the firm.

Accountant

Compass System Private Limited • Noida

12/2020 - 02/2021

- **Company Overview:** Compass is a leading full-stack software provider of application performance testing, monitoring, and diagnostics technology.
 - Check day-to-day accounting and do ledger scrutiny.
 - Prepare the monthly TDS deduction sheet, and deposit the TDS.
 - Prepare and file the monthly GSTR-1 and GSTR-3B.
 - Communication with the auditor and preparation of work for the statutory audit and tax audit.
 - Prepare for working on GSTR-9 and 9C filing.
 - Prepare the financial statement, the consolidated financial statement, and the tax audit annexure.
 - Prepare the weekly payment sheet for vendor payment.

Associate

SINGLA ANKIT AND CO • Delhi

07/2019 - 10/2020

- Inspected account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Reviewed accounts for discrepancies to properly reconcile differences.
- Established tables of accounts, and assigned entries to proper accounts.
- Created and prepared adjusting journal entries.
- Prepared detailed reports on audit findings.
- Examined inventory to verify journal and ledger entries.
- Supervised auditing of establishments, and determined the scope of investigation required.
- Represented clients before taxing authorities to provide litigation support for financial issues.

Learning Experience -3 Years

- **M.L.Puri and Company (CA- Article Assistant (Jun2017-Jun2019))**
- List of Work - Statutory audit of some major clients like Delhi Metro Rail Corporation Ltd, VLS Finance Limited, Oswal Agro Mill Limited and Oswal Greentech Limited. Bank Audit of Punjab National Bank Limited. CSR Certification audit for Gail India Limited. Income Tax Return filing & GST return filing, filing of ax audit report u/s44AB &92E of income tax act,1961.
- **Raghu Nath Rai & Co.(CA- Article Assistant (Jun2016 to May2017))**
- List of Work- Statutory audit of some major clients like Frick India Limited, Iskcon Temple and University of petroleum and energy studies. ABC Audit of Amar Ujala Publication Limited (9-10 locations).

Skills

Data analysis, Tax knowledge, Payroll processing, Account reconciliation, Audit procedures, Bookkeeping skills, Regulatory compliance , GST Returns, Monthly reporting, Microsoft Excel expertise, Problem-solving abilities, Decision making skills, Time management

Education Background

The Institute of Chartered Accountants of India
CA CPT and Intermediate

CA Final Group-II (Cleared)

CA Final Group-I (Result Awaited)

Kendriya Vidyalaya
Secondary and Higher secondary education from Central Board of Secondary Education

Delhi University
B.com (H) through correspondence

Certificates

Reading Financial Statement-Corporate Financial Institute, Online Accounting Course from EDUCBA , Orientation Programme Course conducted by ICAI, Management Communication Course conducted by ICAI., ITT and Advanced ITT conducted by ICAI.