

**DHIRAJ KOCHHAR**

**+919818321226**

As a person I believe in myself. I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 18 years of experience in Accounting, Taxation and managing teams across multiple sectors. Intention to make best use of my knowledge for developing, improving and maintaining the mechanism of the systems in the organization.

**PROFESSIONAL QUALIFICATION**

- CA (Inter) Nov.2009
- B.Com Delhi University 2006
- Certificate in Computer Application from Arena, Patel Nagar, Delhi

**WORK EXPERIENCE:**

Worked with **BEE LOGISTICS SCM PVT LTD** (Freight forwarding, MNC) from Oct. 2019 to Dec. 2024 with position of “Sr. Manager Finance and Accounts”.

Worked with **The Danceworx** (Academy of Mr. Ashley Lobo) form Aug. 2010 to Oct. 2019 on the position of Manager - Tax & Accounts & Admin.

Worked with Bawa & Co. (A Chartered Firm) as a Audit Assistant from July 2006 to Aug. 2010.

**JOB PROFILES AND RESPONSIBILITIES**

In **BEE LOGISTICS** I was mainly responsible for

- Supervise account & Finance team of 5 persons in India. and reporting to Head office Vietnam.
- Analyze budget and forecast/Projections and consistently working on cost reductions.
- Analyze monthly, quarterly and annually financial statements with tax planning.
- Periodically review and finalization of Trial Balance, P&L and Balance Sheet with timely closure.
- Handling Tax issues and Assessments of the company.
- Advance Tax, Income Tax, Individual Taxation, TDS, ESIC, PF and GST.
- Monitoring payments, reconciliations, AP and AR.
- Review team performance and work evaluation.
- Review company policies and amend as per current business requirement
- Supervise all purchase and assets management.
- Responsible to establish correct process between interdepartmental of the company for smooth working environment.
- Monitor payroll and salaries.
- Client settlements and negotiations.

In **The Danceworx** I was mainly responsible for

- Managed the team of 6 persons of accounts and admin.
- Budget and forecast/Projections and consistently worked on cost reductions.
- Preparation, maintaining and sending of MIS.
- Prepare monthly, quarterly and annually financial statements and presented the reports to the senior management/Owner.
- Periodically review and finalization of Trial Balance, P&L and Balance Sheet with timely closure.
- Monitoring Vendor activities, payments and reconciliations.
- Accounts Payable and Receivable
- Cash collection, management and Reconciliation.
- Maintain funds, timely disbursement of all payments and collection of income.
- Payroll, expenses reimbursements and reconciliation.
- Advance Tax, Income Tax, Individual Taxation, TDS and Service Tax.
- Handling Tax issues and Assessments of the company.
- Physical Audit of all studios and company's inventory
- Liaison with Auditors, Income Tax Department, TDS Departments, clients, Bank, Studios, Professional Creative Teachers, Foreign Teachers and FRRO.
- Responsible for all studio (Branches) infra and admin requirement.
- Handle contracts, agreements and MOU of the Professionals, clients and Studios.

## **SKILLS AND PROJECTS**

### **TAXATION AND TECHNICAL**

- TDS, ESIC and Income tax Assessments, Notice Response, Tax authority Liaison.
- Tally PRIME, Tally ERP, Busy, Microsoft, Xero (ERP) Zoho Books, Zoho Payroll, Excel Advance and Taxation software Spectrum and Computax.

### **PERSONAL INFORMATION:**

- Date of Birth : 6th October 1984
- Father's Name : Narinder Kumar
- Permanent Address : WZ-69, Old Sahib Pura,  
Tilak Nagar, New Delhi-110018
- Email : **dhiraj111kochhar@gmail.com**

Date:

Place:

**(Dhiraj Kochhar)**