

**VIKAS KUMAR**

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Looking for the challenging role in a reputed company where it would be a great pleasure to prove my skills and efficiency to accelerate the organizations' goal.

### **Professional Summary: -**

Highly experienced Accountant with over 8 years of expertise in Statutory & Tax Audits, GST Compliance, Income Tax, and Corporate Accounting. Demonstrated proficiency in handling audits of both listed and unlisted companies, preparing financial statements, tax returns, and ensuring compliance with all applicable financial regulations. Skilled in managing complex tax filings, refunds, TDS/TCS returns, and bookkeeping. Adept at providing accurate financial reporting and offering insights into improving financial operations and compliance. Proficient in coordinating and leading audit teams, collaborating with stakeholders, and managing client relationships effectively.

### **Core Competencies: -**

- Statutory Audit.
- Financial Statement Preparation
- Income Tax Compliance (Returns & Audit)
- GST Registration & Returns
- TDS & TCS Returns
- Tax Refunds & Compliance
- Book Finalization & Reporting
- Client Relationship Management
- Financial Reporting & Analysis
- Risk Assessment & Control Implementation
- Regulatory Compliance
- Team Leadership & Supervision
- Advanced Excel & Accounting Software (Tally, Busy, Zoho books, QuickBooks)

### **Professional Experience: -**

#### **Accounts Manager-Statutory & Tax Audit.**

#### **BAS & CO LLP, NSP, Delhi**

#### **July 2023-Present**

- Led and managed statutory audits of both listed and unlisted companies across various sectors, ensuring compliance with accounting standards and regulations.
- Prepared financial statements, including balance sheets, profit and loss statements, cash flow statements, and notes to accounts, adhering to applicable laws.
- Conducted tax audits, ensuring compliance with Income Tax provisions, and prepared the Income Tax Returns for corporate clients.
- Managed the preparation and filing of GST registrations, returns, and refunds, optimizing tax positions and mitigating risks.

- Reviewed and filed TDS/TCS returns, ensuring timely payments and compliance with tax regulations.
- Conducted internal audits to assess financial risk and recommend improvements in internal controls.
- Assisted in managing complex tax audits and assessments with the Income Tax Department, ensuring timely closures of assessments.
- Provided comprehensive tax and financial advisory services to clients, including tax planning, strategies for minimizing liabilities, and other compliance-related matters.

## **Senior Accountant**

### **V C A N & CO ,NSP, DELHI**

**January 2021 – May 2023**

- Assisted in the preparation and review of corporate tax returns, including GST, Income Tax, TDS, and TCS.
- Prepared and reviewed financial statements for clients from a wide range of industries, ensuring compliance with the latest accounting standards.
- Supported senior auditors in conducting internal and statutory audits of listed and unlisted companies, preparing audit reports, and presenting findings to management.
- Assisted clients in GST registration, filing returns, and processing refunds, ensuring timely submissions and compliance with the tax authority.
- Conducted tax planning and provided advisory services, helping clients optimize their tax structure.
- Managed bookkeeping and accounting functions, including the preparation of trial balances and reconciling accounts.

## **Junior Accountant**

### **Pradeep Upadhyay & Associates,Rohini Sector-18, DELHI**

**June 2019 – January 2021**

- Performed detailed audit work under the supervision of senior auditors, including verifying financial records, analyzing accounting systems, and preparing audit documentation.
- Supported in the preparation of year-end financial statements, including balance sheets, profit and loss accounts, and cash flow statements.
- Assisted clients with the preparation and submission of tax returns, including GST, TDS, and Income Tax returns.
- Maintained and updated client accounting records, ensuring accuracy and compliance with accounting principles.
- Assisted in the preparation of monthly and quarterly tax returns for multiple clients.

## Junior Accountant

**Hitin Kishnani & Associates, NSP, DELHI**

**January 2017 – May 2019**

- Performed detailed audit work under the supervision of senior auditors, including verifying financial records, analyzing accounting systems, and preparing audit documentation.
- Supported in the preparation of year-end financial statements, including balance sheets, profit and loss accounts, and cash flow statements.
- Assisted clients with the preparation and submission of tax returns, including GST, TDS, and Income Tax returns.
- Maintained and updated client accounting records, ensuring accuracy and compliance with accounting principles.
- Assisted in the preparation of monthly and quarterly tax returns for multiple clients

### **Education: -**

- B. Com from Delhi University 2020.
- 12<sup>th</sup> From CBSE Board 2016.
- 10<sup>th</sup> from CBSE Board 2014.
- Computer Course

### **Professional Enhancements: -**

- Having good academic and professional study credentials.
- Ability to work in competitive environment by accepting challenges of new technology.
- Excellent power to frame networking with people.
- Have team spirit helping in easy achievement of the organizational & personal goals.
- Acquired practical knowledge through various training and academic projects.

### **Technical Skills: -**

- Operating Systems : Windows XP, 2003, 2007, 2009, windows 7
- MS Office Suite : Advance Excel, Word, PowerPoint
- Accounting Software : Tally ERP 09, Busy, Zoho & Quick Books
- Internet : Surfing net. Composing & Drafting emails
- Tax filing Platforms : GST Portal, Income Tax e-filing portal

### **Declaration: -**

I hereby declare that the information given above are true & correct to the best of my knowledge and Belief.

Place: Delhi  
Date: - 07<sup>th</sup> January, 2025

(Vikas Kumar)