

Curriculum Vitae	Career Profile
<p>Bijal Parmar</p> <p>Mobile No: 9082978403/8082157509</p> <p>Email Id : bijalp14@gmail.com</p> <p>Linked in: https://www.linkedin.com/in/bijal-parmar-5678bb162/</p>	<p>I am a Chartered Accountant with 4 years of post-qualification experience in the field of Audit, Accounts and Taxation,. Accounting professional with 2+ years of experience in doing full financial statement audits & reviews.</p>
	Work Experience
<p>Date of Birth : 14th November, 1989</p> <p>Languages Known:</p> <p>Hindi, Gujarati, English & Marathi</p> <p>Address for Communication:</p> <p>4, Vithal Jadhav Chawl, Besant Road, Santacruz (West), Mumbai – 400054.</p> <p>Marital Status : Unmarried.</p> <p>Nationality : Indian</p> <p>Hobbies : Cooking, Listening Music, Drawing</p>	<p>1. Batliboi & Purohit (Chartered Accountants) – Assistant Manager Duration: June 2018 – Till date</p> <p><u>Audit</u></p> <ul style="list-style-type: none"> ○ Statutory audits, limited reviews & routine audits of various listed and unlisted companies covering the industries of Liquor, Textile, Hand tools, shipping company, Label & hand tags etc. ○ Handled routine audit assignments of schools, nursery held under the trust. ○ Assisted in transaction audit assignment of the Printing Company. ○ Ensuring timely completion of audits in accordance with deadlines. ○ Preparation of audit report as per Standards on auditing and CARO 2016. ○ Communicate audit findings with Seniors and Partners ○ Preparation of Management representation letters of Statutory audits & Limited reviews for various clients ○ Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures, bifurcation of MSME vendors & interest calculation for parties covered under MSME. ○ Ensuring proper compliance of various laws and rules for payment and filing of GST, TDS, PF, PT & ESIC & review the expenses to ensure that statutory requirement is properly complied with. ○ Verified books of accounts with respect to fixed assets & depreciation calculations & as per requirement of schedule II. ○ Checking of schedule of borrowings cost & ensuring their accuracy, completeness and timeliness in recording& payment. ○ Physical Verification of Inventory and fixed assets. <p><u>Accounts</u></p> <ul style="list-style-type: none"> ○ Preparation & Finalization of Financial statements, disclosures & notes to accounts as per applicable IND AS for various clients. ○ Reconciliation of accounts & profits of consolidated financials with standalone financial statements of holding & subsidiary companies. ○ Periodic analysis of financial statements of clients, ratio & variance analysis ○ Preparing workings of entries to be passed under Ind As 116 as for various clients as per rent agreements provided by client. <p><u>Direct tax & Indirect Tax</u></p> <ul style="list-style-type: none"> ○ Handled Tax audits of various companies independently. ○ Prepared & Filed form 29B of various clients ○ Handled Transfer pricing audit of our client engaged in manufacturing of label & Hand tags. ○ Preparation of Management representation letters of Tax audit & Transfer pricing for various clients ○ Preparing & filing of form 15CB of various clients after analyzing relevant DTAA. ○ Prepared & issued of Share valuation report as per income tax act for the various clients. ○ Prepared computation of income & deferred tax workings for various clients ○ Handled assignment of GST Audit.

Objective and Career Goal :

I am looking for the position where I can utilise my knowledge, abilities and personal skills while being resourceful and flexible that offers professional growth and to have challenging career and enhance my experience through continuous learning and teamwork.

Other Skills:

- Working knowledge of MS Office applications like word, power point, Excel.
- Working knowledge of Tally ERP 9, Fox pro software for accounting purpose
- Working knowledge of Winmanof Income tax and TDS, saral TDS.
- Successfully completed compulsory computer training course under the ICAI regulations.
- Basic knowledge of SAP & Finacle for the audit purpose.

Other Areas

- Prepared and Issued CA Certificates for the utilization of funds to various trusts
- Handled assignment of EXIM Bank for compliance of COVID-19 relief package.

2. Govind Rubber Ltd – Assistant Manager Accounts & Taxation

Duration: May, 2017 – May, 2018

Accounts

- Reconciliation of debtors, creditors and outstanding liability accounts.
- Preparation of Standalone & Consolidated Financial Statements
- Coordinating with statutory auditor for annual statutory audit & complying with the audit requirement. Responding & solving the queries raised by the auditor.
- Control over Monthly payroll data including Government Dues, reconciliation of Advance paid to Employees and Loans to staff with Payroll Data of HR Dept.
- Assisted in preparation of monthly MIS required by Top Management.
- Preparing data & documents as required by companies auditors

Direct and Indirect Taxation

- Timely Calculations, deposit and filing of TDS returns.
- Income Tax Computation of company's employees for the purpose of TDS deduction.
- Compilation & submission of data for Income tax assessment as per requirements of Tax Consultants.
- Filing of Form GSTR 3B.
- Coordinating with all the departments & preparing data for filing of form GSTR 1 as required by GST consultants
- Handled Tax Audit Assignment independently. Coordinating with Tax auditor for complying with the tax audit requirement. Responding & solving the queries raised by the auditor.

3. A.D. Mehta & Co. – Semi Qualified Employee

Duration: June, 2016 – April, 2017

Direct and Indirect Taxation

- Prepared computation of taxable income and finalized Income Tax Returns for Partnership firm, Individuals and Proprietorships.
- Prepared computation and E-Filing of TDS returns.
- Prepared capital gain workings of various clients.
- Preparations of income tax details, documents & covering letters related to scrutiny assessments.
- Filing of form 15CB.
- Independently carried out Tax Audits of various clients.
- Prepared books of accounts & financial statements of individuals, partnership firm & companies
- E-filing of Service Tax Returns.
- Registration of VAT and Profession Tax.
- Prepared and e-filed MVAT Returns, making application for C Forms and F Forms
- Conducting VAT Audit.
- Making application for registration of GST.

Audit

- Verified books of accounts, completeness and timeliness in recording.
- Compliances with the various laws & timely deposit of government dues.
- Ledger Scrutiny, Balance confirmation with third party.
- Preparation of audit report
- Prepared & kept proper documentation of audit work papers.

Key Strengths:

- A Good Team leader and Team member and always believe in Team work.
- Self-motivated and high energy level
- Never Give up attitude
- Positive attitude
- Ability to solve problems independently
- Rapid Learning Capability

Accounts

- Handling general accounting, ledger scrutiny, and bank reconciliation of various clients.
- Preparing as well as maintaining statutory books of accounts & financial statements in accordance with AS.

4. R R Gupta & Associates – Article Assistant
Duration: August, 2008 – July, 2011

Umesh P. Gosar & Associates – Article Assistant
Duration: August, 2011 – April, 2012

Audit and Taxation

- Vouched for Accuracy of books of accounts.
- Analysis of draft financial statements including notes to accounts.
- Checked whether all statutory dues have been paid within specified due dates.
- Prepared income tax returns of various clients.
- Making application of PAN and TAN.
- Filing of TDS returns.
- Filing of VAT and Service tax returns.

Accounts

- Preparation of Financial Statements.
- Preparation of books of accounts using various application software like Tally
- Reconciliation of bank books

Other works

- Preparation of Various Partnership Deeds and Gift Deeds

Professional & Academic Qualifications

Examination	Institute/ Board/ University	Year of Passing	Performance
C.A. Final (I)	ICAI	May 2016	50.00%
C.A. Final (II)	ICAI	May 2015	52.25%
B.Com	Mumbai	April 2010	61.00%
H.S.C.	Maharashtra Board	Feb 2007	62.00%
S.S.C.	Maharashtra Board	Feb 2005	75.86%

Professional Membership

Member of Institute of Chartered Accountants of India since 2017

Declaration

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Mumbai

Date:

(Bijal Parmar)