



## KAUSHIK D. PATEL

E Mail: kpatel\_01@rediffmail.com/kaushik2112patel@gmail.com

Phone: +91-98204 46550/98694 07658

A result-oriented professional with excellence in managing **Taxation & Finance & Accounts** to deliver desired output

**Location Preference: Metro Cities**

### CORE COMPETENCIES

#### FINANCE & ACCOUNTS

FINALIZATION OF FINANCIAL STATEMENTS

TAXATION (DIRECT/INDIRECT)

GST IMPLEMENTATION

DEPOT OPERATION

RECONCILIATION

RETAIL STORE OPERATIONS

### ACADEMIC DETAILS

C.A. (INTER), IN MAY, 2000

B.COM. FROM SYSDENHAM COLLEGE  
MUMBAI IN APRIL, 1994

### PROFILE SUMMARY

- **Strategic Professional with over 24 years of rich** and qualitative in supervising all tax and audit compliance and submissions covering corporate tax, GST tax and withholding taxes including tax returns and tax accounting, preparation of financial statement with related schedules.
- Planned and executed monthly / quarterly / annual closure schedules; provided monthly financial statements; administered the **monthly closing process for Depots 17 states**
- Supervised daily Accounts Operation for depots, managed vendor relations, processing of invoices, sales orders, expense reports and payment transactions
- Supervised operations of the **Accounts Receivable (AR)** – i.e. sales to Modern Trade (Amazon, Flipkart, Wallmart, Aditya Birla, Hypercity) and Canteen Stores Department section with focus on ensuring efficient processing of company receivables and timely collection in accordance to company policies
- Streamlined all audits ( Statutory and Internal) including developing audit strategy, collation of information/analysis, working with external service providers for inputs, reviewing submissions, attending all audit hearings, communicating and coordinating with wider tax group stakeholders
- Acted as the point of contact with internal business clients, other practice areas within the Tax Department and external tax advisors
- Partnered with business units to proactively identify and research tax planning opportunities; implemented structural and non-structural tax planning strategies which maximized savings

### ORGANISATIONAL EXPERIENCE

Since to **January 2022 Shree Naman Group Mumbai** as a Sr. Manager Finance and Accounts

Group is into **Construction ( Commercial+ Residential) , Hotel (Sofitel-BKC and Lemon Tree- Kalina, Hospital (Namah Kandivali) and Foods**

- Ensuring finalization of annual accounts
- Supervising TDS, income tax and GST matters.
- Liaising with departments for GST/VAT/PT Tax matters.
- Monitoring routine work of team.

**September, 2021 to January 2022 CRESCENT ORGANICS PVT. LIMITED Mumbai** as a Manager Finance and Accounts

- Banking Operation
- Supervising TDS, income tax and GST matters that comprises monthly payments and e-filing of returns **reconciliation of system balance with government portal for all units**
- Preparation and finalization of financial statement as per Companies Act and Tax Audit As per Income Tax Act. Preparation of P&L Schedules, Balance sheet schedule, provision working, preparation and verification of prepaid expenses, handling with Auditors
- Liaising with departments for Income Tax and VAT/ Service Tax matters
- Checking **compliance-related activities** involving the review of annual tax filing and projections and **reconciliation with system**

**Since January, 2019 to September, 2021 SKY GOURMET CATERING PVT. LIMITED( Gategroup Switzerland based Co.), Mumbai as a Manager Taxation**

- Streamlining finance and taxation for units of all the locations in India
- Supervising TDS, income tax and GST matters that comprises monthly payments and e-filing of returns **reconciliation of system balance with government portal for all units**
- Preparation and finalization of financial statement as per Companies Act and Tax Audit As per Income Tax Act. Preparation of P&L Schedules, Balance sheet schedule, provision working, preparation and verification of prepaid expenses, handling with Auditors (**Ernst & Young LLP**)
- Liaising with departments for Income Tax and VAT/ Service Tax matters
- Checking **compliance-related activities** involving the review of annual tax filing and projections and **reconciliation with system**

**December, 2016 to December, 2018 WIM Plast Limited (Cello Group), Mumbai as Accounts Manager**

**Key Result Areas:**

- Streamlining finance and taxation for depot operation of all the locations in India
- Ensuring **finalization of quarterly and annual accounts**
- Supervising TDS, income tax and GST matters that comprises monthly payments and e-filing of returns
- Liaising with departments for VAT/ Service Tax matters
- Checking compliance-related activities involving the review of annual tax filing and projections
- Evaluating the tax effect and implications of business strategies and proposals, and providing data for the company's accounting for income taxes.
- Responsible for **E-Commerce business accounting**

**Highlights:**

- Successfully secured pending outstanding of 1.8 crores in modern trade business

**December, 2009-November, 2016  
Bhagyodaya Infrastructure Development Limited, Mumbai as Manager Finance and Accounts**

**Key Result Areas:**

- Managed finance and taxation department, which covers, finalization of quarterly and annual accounts and responsible TDS, Income Tax and VAT/Services Tax related matters
- Preparation and finalisation of Financial statements and getting audited by statutory Auditors (**Sharp & Tannan**)
- Ensured monthly payments - e-filing of returns and liaising with departments for various matters
- Filed statutory returns (TDS, VAT and Service Tax), liaised with Income Tax, Sales Tax/Service Tax Departments for taxation matters (i.e. covers Direct and Indirect Taxes), which includes assessment and interacting with department (Income Tax, Sales Tax and Service Tax )
- Checked service tax return as per the Central Excise rules
- Steered VAT audit and compiling and preparing details for VAT audit
- Performed all statutory payments (VAT Return & "C" Form Issue)
- Supervised receivable accounts (debtors reconciliation and debtors ageing report)
- Planned monthly verification of stocks and submission of consolidated details to bank on a monthly basis

**October,2006-November,2009  
ITC Limited. (Lifestyle Retailing Business Division) as Commercial Superintendent of Western Region as Asst. Manager Finance**

**Highlights:**

- Monitoring **Sales Accounting for WILLS and JOHN PLAYERS Brand of stores and distributors and LFR operation**, reconciliation of Sales, Cash and Bank operations periodically
- Checking all VAT/WCT returns and ensured computation of VAT/CST are prepared and deposited within stipulated time as per various VAT Laws applicable in respective states as per state VAT/CST laws on monthly and quarterly basis (Maharashtra, Gujarat and Chhattisgarh)
- Streamlined payment of consignees/distributors returns are filed within due dates
- Consolidated VAT/CST reports for the VAT/CST audit and managed assessment under respective state laws
- Liaised with respective **ITC branch/division's and consignees/distributors agent** of all states to ensure timely collection of statutory forms

- Exercising effective control over issuance / collections of all declaration / statutory forms/permits of various states and preparation of pendency's report for form "F" & "C" on month-to-month basis for corporate level reporting
- Took part in sales tax assessment and business audit, for the co. and coordinated for assessment of the consignee's/distributor's behalf
- Performed physical verification/count for all location of west regions wills (brand) stores (own and franchisee) and stock at distributors (JP brand) location in accordance with company's policy
- Steered daily sales accounting for WILLS and JP Brand (Store-wise and CSA wise), monitoring of collection of John Players and Wills (Large Format Retail) business
- Supervised **monthly MIS retailer wise and partner wise aging for Wills, John Players and LFR business**
- Processed **payment on correct basis** and to make timely payment with accuracy, approval for distributors' claims, made provision and compiled details for TDS for the region.
- Verified and **approved petty cash expenses of all Western region stores expenses** on correct basis and to make timely payment with accuracy.

#### **Highlights:**

- Secured Form-F for Rs. 2 crores from CNF

#### **PREVIOUS EXPERIENCE**

**Apr'06 - Oct'06 Orbit Corporation Limited, Mumbai as Assistant Manager Accounts**

**Nov'04 – Apr'06 Narangs Hospitality Services Pvt. Ltd., Mumbai as Assistant Accounts Manager**

**Apr'03- Oct'04 Biopac India Corporation Limited, Mumbai as Assistant Manager Accounts**

**Jul'98 – Apr'03 Shyam Ahuja Limited, Mumbai as Assistant-In Charge of Accounts and Taxation Department**

#### **ARTICLESHP**

**Jul'94-Jun'97 Chhajed & Doshi as Article Clerk for Audit and Tax Department**

**Jun'98 Tax Department worked under Late Shri S.P. Chhajed who was the President of ICAI**

#### **IT SKILLS**

MS-Office Applications especially Excel- Tally (ERP 9), ERP and SAP

#### **ACADEMIC DETAILS**

C.A. Intermediate from Institute of Chartered Accountants of India, Delhi in May 2000

B.Com. from University of Mumbai, India in 1994

#### **PERSONAL DETAILS**

Date of Birth: 21<sup>st</sup> December, 1972

Address: B-704, Avon Majesty, Dattapada Road, Opp. Tata Steel Ltd., Borivali - East, Mumbai-400066

Languages Known: English, Hindi, Marathi and Gujarati