**VINEET GARG**

Contact No. : 9654441807 E-mail Id : vineetgarg804@gmail.com

**OBJECTIVE :** Seeking a position with a well-established firm wherein I get to work in highly professional and corporate environment, make full use of my skills, and develop the same. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

**SPECIALIZATION** : Managing Accounts and Taxation

**SUMMERY :** About 7+ year Experience in accounts and finance last associated with M/s Austro Labs Limited Corporate office at A-4 Pushpanjali Pitampura Delhi – 110034. Proficient in finalizing and managing accounts and taxation using specialized software.

Well versed with accounting techniques, procedures, Principles and standard to be followed.

**EDUCATION**

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| --- | --- | --- | --- |
| **University / Institute** | **Course** | **Result** | **Percentage** |
| Sikkim Manipal University | MBA (Finance ) | 2016 | 1St Division |
| Institute of Chartered Accountant of India | CA PCC | 2012 | PASS |
| Delhi University | B.Com | 2011 | PASS |
| Maharaja Agrasen Adarsh Public School (C.B.S.E) | 12th | 2008 | 1St Division |
| Maharaja Agrasen Adarsh Public School (C.B.S.E) | 10th | 2006 | 1St Division |

**QUALIFICATION :**

**ORGANIZATION SCAN**

**Apr 2014 – Jun 2016 : M/s Austro Labs LTD. (C/F of Austro Labs product all over India) as a Sr. Accounts Executive.**

**Notables :**

*General Accounting* : Analyzing, checking expenses, sales and purchase invoices, Reconciliation, Salary sheet preparation, Account receivable and payable aging wise.

*Taxation* : Finalization of balance sheet, sales tax return, service tax return, TDS return and compliance with taxation procedures, assist in internal audit and statutory audit.

*General Office Work* : Petty cashier, Maintain customer records, monitors subordinates, coordinate with Chartered Accountant and Directors.

**Mar 2012 – Mar 2014: M/s The Pharmacy (Distributor and retail Chemist shop chain) as a Accounts Executive.**

**Notables :**

*General Accounting* : Data feeding of expenses, sales and purchase invoices, Reconciliation of bank statement, Salary sheet preparation.

*Taxation* : Finalization of balance sheet, sales tax return, TDS return and compliance with taxation procedures, assist in statutory audit.

*General Office Work* : Petty cashier, Maintain customer records, coordinate with Chartered Accountant and Manager.

**Jul 2008 – Jan 2012: M/s MadhuSudan & Co. (Chartered Accountants) as Article Assistant/ Intern.**

*Madhusudan & Co.* Chartered Accountants commenced at Delhi, India, by *SHRI Madhu Sudan**Pahwa*. The firm has been offering  a wide array of services which include Audit and Assurance, Direct Taxes, Indirect Taxes, Corporate Laws, Management Advisory Services, Book-keeping, Out-Sourcing.

**Notables :**

*General Accounting* : Data feeding of expenses, sales and purchase invoices, Reconciliation of bank statement, account receivable and payable aging wise.

*Statutory Audit* : Handling critical areas of audit and finalization of financial statements.

:  Compliance of relevant provisions of The Companies Act., accounting standards, auditing assurance standards, etc.

: Discussion with management and preparation of audit report.

: Preparation of Income Tax Returns Finalization of balance sheet, sales tax return, TDS return and compliance with taxation procedures.

*Internal Audit* : Compliance of accounting standards, auditing assurance standards, etc.

: Discussion with management and preparation of internal audit report

*Tax Audit* : Preparation of Tax Audit Reports

*Others* : Preparation of ITR’s of individuals, companies and TDS, sales tax, service tax returns and projected financial statement.

: Preparation and Filling of all documents for assessment in Sales Tax and Income Tax Department

**Workplace Skill sets**

Ø  Managing work and time efficiently.

Ø  Team player with good interpersonal and management skills.

Ø  Quick adaptability to work and social environment.

**IT Skill sets** : Packages-MS (Excel, Word, PowerPoint) Tally 4.5, 5.4, 7.2, ERP-9, Computax, Medwin, interact.

Ø  Worked on Computax in Madhusudan & Company a accounting software.

Ø Worked on Medwin in The Pharmacy a accounting software

Ø Worked on Interact in Austro Labs Limited a accounting software

Ø  As a part of CA Degree, undergone a 100 hours of computer training

**Hobbies**  Ø  Surfing on net

Ø  Listening music

Ø  Traveling

Ø  Hanging out with friends

**Personal Detail**

Date of Birth : 03-07-1989

Father Name : Mr. Vijay Jain

Mother Name : Mrs. Kaushalya Jain

Languages Known : English, Hindi

Address : 34, Sukhdham Appartment

Sector – 9, Rohini

New Delhi – 110085

Date:-

Place:- New Delhi

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