**JITENDRA DADWAL**

***email*:dadwaljitendra@gmail.com**

**Contact No +918696913730**

**Sixteen Years of working experience**- Eight years in manufacturing industries and eight years in construction industry.

Presently working in “**M/s Larsen & Toubro Limited”** as an **Accounts Executive** from December 2011

**Present Profile:**

* Responsible for Tds deduction as per rules, process for timely payment, e-filing of returns**.**
* Work contract tax, service tax calculation & deduction on contractor billing, process for payment and issuance of WCT Certificate.
* Hired vehicle, machinery bill verification along with LOI, raise debit note accordingly and process for payment.
* Contractor and supplier bill verification, account reconciliation follow up for payment.
* Banking transaction, issuance of cheque’s to local vendors, bank reconciliation.
* Verification of cash exp, travelling exp and accounting with proper account codes in system.
* Preparation of monthly provision & monthly closure with deadlines.
* Preparation of cash flow reports, MIS reports.
* Preparation of monthly budget for each expense head and raise fund request accordingly.
* Interact with internal auditors in completing audits and resolve audit queries.
* Preparation & timely submission of various corporate reports on monthly & yearly closing.
* Verification of departmental workmen wages sheet as per rules.
* Physical stock verification with reports, process for discrepancy.
* Preparation and disbursement of monthly out of pocket expenses at site.
* Staff houses, guest houses rent agreement preparation, follow up for payment without delay and renewal of agreements.
* Liaison with govt. departments, other departments, bank for smooth functioning of site.

**Past Experience-Manufacturing & Construction Companies:**

* Tds deductions, monthly submission, quarterly e-tds return of salaries, non-salaries, issuance of tds certificate and follow up for collection of tds certificates, reconciliation.
* Calculation of advance tax and process for timely submission.
* Liaison with income tax, sales tax authority for regular assessment, appeal cases and responding the notice of department, handling of scrutiny cases.
* Issuance C form, H form and form 49 from the sales tax department with proper records and disbursement to the related parties, also controlling on C form collection from parties.
* E-filling of income tax returns of the Co., interact with tax consultants on various tax issues.
* Sales tax, vat tax and entry tax calculation, return preparation and submission of returns, process for excess vat input refund from sales tax department.
* Service tax calculation, input credits, submission of service tax and e-filling of returns.
* Maintenance of RG1, RG23A & PLA registers other statutory records, process for service tax & cenvat input refund.
* Reconciliation of receivable and payable accounts, monthly inter-company reconciliation.
* Calculation of provisions and make necessary entries in the books of account.
* Liaison with bank’s for conversion of foreign currency, Rtgs, forward booking, discounting of export document, and release of import documents, and other bank related work.
* Monthly bank reconciliation with proper adjustment.
* Work related with Letter of Credit and Bank Guarantee.
* Handling internal and external audit, solution of audit queries.
* Valuation of raw material and spare parts closing stock & pass necessary closing entries at year-end, timely and accurate recording of fixed assets and account reconciliation.

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* Follow up for monthly statutory payment i.e. PF, Esic, Tds, Service tax, Vat, Cst, Entry Tax.
* Bills verification and passing of bills pertaining to raw material, spares & tools.
* Control over rejection, shortage and if necessary raise debit note accordingly.
* Maintenance of books of accounts cash, bank, sales, purchase, debit credit note, journals, through accounting software Tally 9, Tata Ex.
* Preparation of computation of total income, various schedules of Form 3CD u/s 44AB and finalization of Companies Balance Sheet.

**As A CA Article:**

* Responsible for audit of the companies, bank (State Bank of Hyderabad), firm, huf and trust, physical stock verification, preparation of final accounts with proper adjustment, income tax computation, and return filling.

**Previous Employers:**

* M/s SCC Projects Pvt. Ltd. Indore (**Construction Co**.) as Asst. Manager Accounts since July 09 to December 2011.
* M/s Pithampur Poly Product Ltd. Indore (**Manufacturer & Exporter of PP Jumbo Bags/PP Woven Sacks**) as Senior Accountant since August 06 to July 09.
* M/s Kalani Industries Ltd. Indore (**Manufacturer of AC Pressure Pipe**) as Accounts Officer since July, 01 to August 06.

### Academic Qualification:

* Master of Commerce with specialization in Accounts & Taxation from Devi Aahilya Vishwavidyalaya, Indore with 64% marks.
* Bachelor of Commerce from Devi AahilyaVishwavidyalaya, Indore with 52 % marks.
* C.A. Article Ship at M/s Khandelwal Kakani & Co., Indore from July 1997 to January 2000.

### Technical Skills:

* EIP Software (L&T)
* Financial accounting software Tally ERP 9
* Tata Ex Accounting software.
* Operating System-Window 8, Microsoft Word, Excel.
* Diploma in Computerized Accounting.

### Personality Traits:

* Fast learner good listener and hard worker with positive attitude.
* Believe in team work, collective responsibilities and work with transparency
* Excellent presentation, interpersonal skills and good administrative qualities.
* Ability to give the best result in pressure situation.
* Ability to work independently to meet deadlines.
* Strong motivational and leadership skills

**Personal Details:**

Father’s Name **:** Shri Hastimal Dadwal

Date of Birth **:** Aug. 19th 1975

Passport Number **:** G-2313616

 **(Jitendra Dadwal)**