

## CURRICULUM VITAE



### **RAMESH KUMAR VERMA**

Ho No. 11 Khardsa, Near Hero Honda Gurgaon 122001 Haryana.

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**AREA OF INTEREST:** - Accounting / Auditing / Taxation

### **OBJECTIVE AND CAREER PLAN**

To secure a position in an Organization used productively, to achieve organizational goal & enhance career development.

#### **Taxation**

**Direct Tax** - Returns / Tax Audit / Maintaining Tax Ledgers / Ensure compliance as required to complete returns with zero errors / Liaisoning with department / Assessment / Complete Scrutiny of Income Tax

**Indirect Tax** - GST/Excise/Service Tax/Sale Tax - Preparation of various registers and forms & Refund Process, Returns, co-ordination to department, Assessment & Audit.

#### **Audit and Compliances**

Internal Audit/ Statutory Audit/Inventory Audit to Auditors and maintaining various records.

#### **Books Finalization/MIS**

Profit and Loss Accounts / Balance Sheet / Notes to Accounts

Month-quarter and end-year process/Budget preparation and analysis/ Accounts payable-receivable/ Produce various financial reports or statements as required.

#### **Others**

Ice Gate & Custom for Refund & Shipping

Performed daily accounting tasks

Responded to team queries as required.

Import and Export Procedure.

Dealing with Bankers/Financers for various type of loan processing.

Insurance - Assets/Stock & Marine, Medical/Accidental and others.

Transfer pricing, Accounting Standard, Daily Work Management.

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### **Working Experience - Present**

Associated with M/s **Climax Overseas Pvt Ltd** Plot 152 sector 3 IMT Maneser Gurgaon, Haryana, as **Deputy Manager - Accounts & Finance** from April-2019 to till. Company is a manufacturer and supplier of all types of **AUTOMOTIVE COMPONENTS & ASSEMBLIES** specializing in Commercial vehicles & light vehicles.

#### **Job Responsibility: (Current Organisation)**

##### **1- Accounting:**

##### **A. Account Payables**

Raising Purchase order

Bill Verification

Passing Journal & payment entries, writing cheque

Periodically reconciliation with vendors books

Maintain project wise expenses

##### **B. Account Receivables**

Verifying the Sale order

Invoice raising, passing receivable entry, following up with customer for payment, passing receipt entry/ TDS entry

Periodically reconciliation with customers books

Maintain project wise income

##### **C. Journal Ledger**

Passing Journal entries

Maintaining FA Register

Allocation of general expenses

Book Closure

Ensuring Audit (statutory and internal) and annual closure of books etc

**D. Bank Reconciliation Periodic verification of bank charges, interest charges, maintaining petty cash**

**2. Compliance:**

A. Payment of all applicable Statutory dues (TDS, TCS, PF, ESIC, LWF, GST etc.)

B. Filing Return of all Statutory requirements (TDS, TCS, GST etc.)

C. Filing of Income Tax Returns of the entities

D. Handling the indirect taxes of the entities including analysis of applicability, computation of liability, filing of returns, handling of audit etc

E. Insurance

F. TDS Receivable account review and are reconciliation with 26AS

G. Treasury

H. Filing all documents with Bank, Credit Rating agencies, building Bank proposals etc

I GST Reconciliation with Books & 2A

J GST refund From GST Department & Custom

**3. Business Support**

A. Preparation of MIS, I.e. monthly Project wise P&L, Balance Sheet and Cash flow reconciled with the books.

B. Project wise P&L, Balance sheet and Cashflow if required

C. Supporting Preparation of Budget

**6. Years working Experience**

Worked with M/s **Brawn Laboratories Ltd**, Plot No.30 sector 33 Gurgaon 122001 Haryana. As **Assistant Manager** Accounts from October, 2014 to March, 2019 as a **Pharma Industries**

**Job Responsibility:**

**Accounting** Day to day accounting operations: Bills processing (PO & Non PO), remittances (Domestic and foreign), Banking transactions, reconciliations of AR/AP, Banks and others.

**Direct Tax** TDS - Maintain TDS records and TDS return/ Tax computation of individuals/Tax Audit - Preparing schedules and assisting to auditors.

**Indirect Tax** Excise/ Service Tax, Preparing and maintaining records and Returns & reconciliations.

**MIS** Profit & Loss Accounts/ Accounts payable & Recoverable Ageing statement / and others various reports as required by management time to time.

Finalization & Audit Assisting to Auditors/ Preparation of Financial Statement and schedules/ Notes to Account/ Tax Audit report

**Branch** All day to day accounting operations, Accounts payable & Recoverable Ageing statement/ Cash & Bank handling/ General ledger scrutiny/ Tax Returns and compliance/ Others various reports as required by management time to time.

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**6 Years working experience**

Worked with M/s / **Donex Industries Ltd**, D-100, Phase II, Noida, engaged in manufacturing and supply of DVD's, CTV's, M.M.S & Inverter Parts (Electronic PCB Assembly) as a **Sr Accounts Executive** from 2008 to October, 2014.

**Job Responsibility:**

**EXCISE/Service Tax/Sale Tax/TDS**

Preparation and maintenance of Excise/Service tax/Sale Tax records and return.

Reconciliation of Excise/service tax/Sale Tax records with Accounts records

Reporting to Manager Accounts

**My academics ....**

<b>Qualification</b>	<b>Board/ University</b>	<b>Name of Institution</b>	<b>Year</b>
<i>GST Certification</i>	<i>Tax Guru &amp; GST Professionals</i>	<i>Tax Guru &amp; GST Professionals</i>	<i>2017</i>
<i>Certified Professional Accounts</i>	<i>National Institute Finance Accounts</i>	<i>Jaipur Institute</i>	<i>2010</i>
<i>B.Com.</i>	<i>Faizabad University</i>	<i>Dr Ram Manohar Lohia Avadh University Faizabad U.P</i>	<i>2008</i>
<i>Intermediate of Commerce</i>	<i>Uttar Pradesh Board</i>	<i>M.S. College</i>	<i>2005</i>
<i>High School</i>	<i>Uttar Pradesh Board</i>	<i>S.S.Inter Collage Paliya Sultanpur</i>	<i>2002</i>

**My strengths.....**

*Self-Motivated and easy going with strong sense of responsibility and ownership of job,  
I am a quick learner, creative and highly focused.*

**My weaknesses.....**

*I am workaholic when I work continuously for long time, I forget my work life balance.  
I am a terrific dreamer and live life to accomplish my goals.*

**COMPUTER EXPOSURE**

*1-Windows, MS-Word, MS-Excel*

*2-Internet Surfing*

*3-Accounting Software- SAP, Busy Software, Tally all Versions, Microsoft Dynamic Navision Erp 2013 like:-*

*NAME : RAMESH KUMAR VERMA  
FATHER'S NAME : SRI TRIVENI VERMA  
DATE OF BIRTH : 08-04-1986  
PERMANENT ADDRESS : V+P: - AMILIYA SIKRA DISTT. – SULTANPUR (U.P)  
LANGUAGE KNOWN : ENGLISH & HINDI  
MARRITAL STATUS : MARRIED  
BLOOD GROUP : A+  
NATIONALITY : INDIAN  
CURRENT SALARY :  
EXPECTED SALARY : Negotiable  
PLACE  
DATE*

*I assure you that if a chance will be given to me to serve your esteemed organization you will never find unworthy of it  
**(RAMESH KUMAR VERMA)***