

Curriculum Vitae

Summary



- Total 6 years of experience in Audit & Taxation, Finance, Indirect Taxation, Accounting as Qualified Chartered Accountant.
- Currently Working with S J Contracts Pvt. Ltd from 22nd Oct,2022 to till the date.
- Completed Articleship from K D Gargote & Associates Pune i.e. from 20 June'12 till 19 june'15.
- Worked as practicing chartered accountant (A Y W & Associates, Proprietorship, FRN 152137W) in Ahmednagar & Pune for the period 13th Sept.2018 to 30th Sept 2022.
- Work as Professional with J N Sovani & Company (CA Firm) From 01st jan.2019 to 31st Dec. 2020
- Work on assignment basis with senior CA's ie. CA S G Sahasrabuddhe, CA M N Devi, CA Shankar Bhagare, CA Sumit Patil etc.
- Work on Followings key areas.
 - ✓ Preparation of financial statements as per schedule III of Companies Act, 2013 including notes to accounts.
 - ✓ Financial Analysis & Planning.
 - ✓ Tax Planning, Statutory audit, CARO (Company Audit Report Order).
 - ✓ Implementation of Enterprise resource planning (ERP).
 - ✓ Tax audit up to finalization of 3CD ,3CA,3CB and annexure of form 3CD, Tax Computation etc.
 - ✓ Managing Internal audit up to preparation of final report, discussion with management etc.
 - ✓ Preparation of projected Balance Sheet, CMA Report and profit and loss account.
 - ✓ Preparation of GST workings and computation of GST liability.
 - ✓ Reconciliation of GSTR-2A with books of accounts.
 - ✓ Preparation GST Summary, Filling GSTR1, GSTR 3B and GSTR 9 including GST Audit Report
 - ✓ Handled the income tax assessment work, Scrutiny under Service Tax Act, VAT and GST Act.
 - ✓ Financial management, fund management, Cash Flow Statement.
 - ✓ Portfolio management, Working on Investment strategies.
 - ✓ Ability to handle multiple tasks & assignments concurrently in cross-functional teams.
 - ✓ Discussion with Top management with respect to quarterly P&L , Balance sheet , final Audit report Other reports.
 - ✓ Flexible team player with problem solving skills, ability to effectively communicate with All levels of personnel.
 - ✓ Effectively handled Team of 10 team members. Used personal skills to get work completed on a timely basis with accuracy.

Education

- Passed C.A final in May 2018 from Institute of Chartered Accountant of India. (Holding ICAI Membership Number 186430)
- Passed Integrated Professional Competency Course in May 2013 from Institute of Chartered Accountant of India.
- Passed H.S.C (Feb '07) securing 55.20% from Maharashtra Board.
- Passed S.S.C Securing 55.20% (March '05) from Maharashtra Board.

Professional Experience

- During my employment as Article Assistant period, I was responsible for:
 - Handling matters relating to Income Tax, filing of returns, TDS, etc.
 - Computerized accounting in Tally 9 and MS Excel of proprietary concerns, partnership firms, and companies engaged in trading or manufacturing activities
 - Recording of purchases /sales/cash/bank/journal transactions Scrutiny of ledger accounts
 - Audit of purchases/sales/cash/bank transactions with relevant supporting documents
 - Audit of excise duty ledgers Reconciliation of bank accounts
 - Finalization of accounts
 - Preparation, filing and submission of Sales Tax (Vat) returns and Vat audit report (Form 704)
 - Preparing Tax audit report (form 3CD)
- During my employment with J N Sovani & Co, as professional I was responsible for:
 - Preparing service tax working and returns
 - Statutory Audit, Finalization of accounts of companies, partnership firms and proprietary.
 - Income tax working and returns
 - Handling income tax scrutiny cases and service tax scrutiny cases.
 - Audit of companies, partnership firms and proprietary concerns
 - Preparing Tax audit report
 - Preparing Company audit report including CARO 2016
 - Preparing Balance Sheet of Companies as per Schedule III of Companies Act 2013
 - Fixed asset register and depreciation schedule II of Companies Act 2013
 - Cash Flow Statements
 - Preparation of projected Balance sheet, CMA Report and profit and loss account
 - Preparation GST Summary, Filling GSTR1, GSTR 3B and GSTR 9 including GST Audit Report

- During my employment with S J Contracts Pvt. Ltd, as Full-time employee I was responsible for:
 - GST Return, Statutory Compliance under income Tax Act 1961 and Companies Act,2013.
 - Implementation of Enterprise resource planning (ERP).
 - Managing the Statutory Audit, Internal Audit, GST Audit GSTR 9 & 9C , GST monthly return preparation,
 - Handling Internal accounting and financial control, System Audit, Segregation of duties (SOD) and provide SOP to team members.
 - Handling Statutory audit, Tax Audit.
 - Managing the accounting and Tax team with delegation of roles & responsibility to team members and defining KRA.
 - Handling Assessment under Income Tax Act 1961, Central GST department Audit, Scrutiny assessment under GST.

Computer Knowledge

- ✓ Passed MSCIT securing 71%.
- ✓ Ms_word 2023
- ✓ Ms_Excel 2021
- ✓ Ms_Power Point
- ✓ Accounting Package Tally ERP. Tally 9.0
- ✓ Enterprise resource planning (ERP)- Xpedeon Software.

Personal Information

Name	: Anurag Yashwant Waikar
Date of Birth	: 06 th July '90.
Nationality	: Indian
Gender	: Male
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