

## CHANDRAKANT PATEL

25/514 Gujarat Housing Board, Near Bombay Market, Umarwada, Surat-10, Gujarat, India – 395010

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### Management Professional-Accounts/ Taxation/ Commercial

Offering 16 years of experience in general accounting, commercial operations & tax administration

#### **PROFILE**

- ✓ A qualified master of commerce with years of experience in general accounts management GST, excise, sales & service tax & auditing.
- ✓ Recognized as a hands-on, proactive individual who can rapidly manage issues relating to Central Excise, Indirect Taxation, Commercial, Service Tax, Sales Tax
- ✓ Diverse exposure to various facets of Commercial Operations including preparing Invoicing, Writing Bills, Recording Transactions and Accounts Payable & Receivables.
- ✓ Expertise in formulating Audit Plans, Schedules and preparation of Audit Reports with recommendation for improving effectiveness of internal controls.
- ✓ Perfect team manager having ability to lead cross-functional teams and integrate their efforts to maximize operational efficiency.

#### **CORE COMPETENCIES**

- ◆ Finance & Accounts Management ◆ Taxation (GST & Sales & Service) ◆ Audit (Internal & Statutory) ◆ Excise Formalities ◆ Account Finalization (Balance Sheet & Trial Balance) ◆ Bank Reconciliation ◆ Petty Cash ◆ Team Management

#### **CAREER HIGHLIGHTS**

- ✓ Recognized for successfully completing Five years pending Excise Audit in just one year's span & Two years pending Sales Tax Assessment in just one year.

#### **EXPERIENCE DETAILS**

Lizer Cylinders Limited	Assistant Account Manager	Nov'18 – Till Date
Ramoji Wafer & Namkeen Pvt Ltd. & Darshan Boardlam Ltd .	Commercial Manager	Apr'15-Oct'18
Kandla Energy & Chemicals Ltd.	Assistant Commercial Manager	Jul'11-Apr'15
Everest Kanto Cylinder Limited	Account Office	May'08-Jul'11
Sumilon Industries Ltd.	Account Officer	Sep'05-May'08
Himson Textile Engineering Industries Pvt. Ltd.	Assistant Account Auditor	Aug'01-Sep'05

#### **Key Deliverables**

- ✓ Maintaining GST various record and return Online –GSTR 3B, GSTR-1,GSTR-2 , TRAN-1
- ✓ Maintaining various Books of Accounts and effect Finalization of Accounts periodically and prepare yearend financial statements in compliance with accounting standards.
- ✓ Spearheading complete audit planning and management activities and ensure completion of audits within the agreed time and cost; compile and consolidate audit reports with key findings & observations.
- ✓ Handling Accounts Receivables/ Payables functions to ensure timely receipts/ payments, statements and maintaining uniform accounting practices for the smooth running of the business.
- ✓ Maintaining sales & purchase accounts, Bank book & Balance sheet data.
- ✓ Passing expense vouchers of employees.

- ✓ Preparing monthly sheet of RG23A & C, Part-I & II, RG-1 & monthly Return Online – ER-1, ER-6.
- ✓ Filling Yearly Return Online - ER-4, ER-5, ER-7.
- ✓ Doing Excise Audit (EA-2000).
- ✓ Taking care of Re –Credit and Rebate claim.
- ✓ Managing Export documentation ARE-1, Proof of Export submitting, UT-1, Annexure-45.
- ✓ Coordinating for CERA Audit.
- ✓ Maintaining cordial across Excise Department, Sales Tax Department.
- ✓ Preparing & filling VAT Form 201,201A, 201B, 201C, CST Form 3B, CST Sales, and CST Purchase.
- ✓ Preparing & filling sales tax return on monthly & yearly basis.
- ✓ Managing Online C-Form, Form 402,403.
- ✓ Coordinating for VAT Audit and Assessment.
- ✓ Filling Service Tax Return ST-3 & maintaining data of Service Tax Credit sheet.
- ✓ Taking care of Service Tax Liability payment, GTA, Work contract, Manpower etc.

### **ACADEMIC CREDENTIALS**

<b>Master of Commerce (Cost Accountancy);</b> SGU	2001
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<b>Bachelor of Commerce (Advance Accounting and Auditing);</b> SGU	1999
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**Computer Skills:** MS Office, Tally ERP 9, SAP (Basics) & Internet Application

### **PERSONAL DETAILS**

**Date of Birth:** 24<sup>th</sup> August, 1975; **Language Proficiency:** English, Hindi, Gujarati; **References:** Available on request