



GAURAV JAIN

Assistant Manager, CA

4+ years of experience in Taxation & Accounts

CONTACT ME

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📍 Kishangarh, Ajmer, India

EDUCATION

Chartered Accountant

ICAI
2022

B.Com

MDS University, Ajmer
2018

SKILLS

- Financial Reporting
- Financial Planning & Analysis
- Ratio Analysis
- Taxation & Auditing
- Client Management

WORK EXPERIENCE

AM – R K Group, Kishangarh

Dec. 2020 – Present

Indirect Taxation

- Prepare and file monthly & annual GST Return (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C) within prescribed deadlines and manage GST Input Tax Credit (ITC) claims and ensure compliance with rules for credit utilization.
- Provide guidance on GST implications for business operations, transactions and new projects.
- Monitor changes in GST Laws, rules and notifications and assess their impact on business operations.
- Manage GST refund issues and liaise with tax authorities for GST Audits, notices and assessments
- Review and perform ITC availed in books vs. GSTR 2A/ GSTR 2B

Direct Taxation

- Preparation of Tax Audit Report of various sectors in form of 3CA/ 3CB/ 3CD
- Preparation of Audit Report of Charitable Trust in form of 10B/ 10BB
- Drafting submission of responses for various notices issued under Income Tax Act, 1961 and assisted in filing appeal before CIT (Appeals)
- Drafting computation of income and filing of Income Tax Return of Corporates, Trust, Partnership Firms and Individuals
- Preparation of CARO Report.

Other

- Preparation and finalization of Financial Statement including Notes to Accounts.
- Calculation of Depreciation as per Companies Act, 2013
- Scrutiny of ledgers and verification of BRS
- Preparation of Net Worth Certificates
- Review of Statutory dues & compliances