

# **CURRICULAM VITAE**

## **CA ROHIT BAJPAI**

*Chartered Accountant*

*S/o Mr. Kamal Kishore Bajpai*

*R/o 66E/10, Dabouli – 1<sup>st</sup>, Kanpur - 208022*

*Mobile: 8896988894*

*Email : carohitbajpai@gmail.com*



### **CAREER OBJECTIVES:-**

To continuously enhance my knowledge base while contributing to organization goals. To apply managerial, communication and interpersonal skills and knowledge gained over a period of time to a dynamic environment that offers professional growth while being innovative and flexible.

### **WORK EXPERIENCE:-**

#### **Manager – F&A at TPI Castings Pvt. Ltd. (20<sup>th</sup> Feb' 25 to Present)**

- ❖ Prepare Balance sheet on Monthly basis.
- ❖ Prepare Profitability statement on monthly basis
- ❖ E-filing GST Returns (GST R-1, GST R-3B) and Refund Handling cases.
- ❖ Check TDS Sheet Liability and deposit challan on monthly basis.
- ❖ Handle TDS Demand and revise the TDS Return as per books.
- ❖ Approving the payment of AP Invoices.
- ❖ Payment Planning on daily basis and conduct meeting with Purchase & Store Team.
- ❖ Prepare Debtor sheet on weekly basis and send to Management.
- ❖ Communicate with debtors for recovery of Fund.
- ❖ Handle the responsibility of Financial Planning and enhance the CC Limit.
- ❖ Handle the responsibility of Bill discounting.
- ❖ Prepare Budget for Analyzing the Fund positions on monthly basis.
- ❖ Handle Sales Tax cases of Old Year.
- ❖ Upload the Invoice in Gem Portal.

### **Deputy Manager- F&A at Brindavan Bottlers Pvt. Ltd. (Jan'23 TO 19<sup>th</sup> Feb' 25)**

- ❖ Prepare Profitability statement on monthly basis
- ❖ Prepare Balance sheet on Monthly basis.
- ❖ Check Bank Reconciliation Statement and conduct financial planning on daily basis.
- ❖ Review and approve the payments of AP invoices.
- ❖ E-filing GST Returns (GST R-1, GST R-3B) and send GST liability to H.O.
- ❖ Check GST Reconciliation and TDS reconciliation on monthly basis.
- ❖ Prepare the TDS challan liability and send to H.O.
- ❖ Provide support to Taxation Team for E-filing TCS/TDS Returns.
- ❖ Conduct meeting with Purchase team for related to Debit/Credit Note entries.
- ❖ Conduct Physical verification of stock on daily basis.
- ❖ Performing various month end activities (Monthly closing)

### **Senior Account officer at RSPL Ltd. (Dec' 21 TO APR' 22)**

- ❖ Monitoring of all debit/ credit note and other accounting entries of Account Receivable.
- ❖ Performing various month end activities (Monthly closing)
- ❖ Finalization of Debtors Sheet & Other Income Template.
- ❖ Performing various month end activities (Monthly closing)
- ❖ Prepare of Inter-Company Reconciliation on monthly basis.

### **Account Manager at Creemos International Ltd. (May' 21 to Dec' 21)**

- ❖ Prepare Balance sheet on Monthly basis.
- ❖ Check Bank Reconciliation Statement and conduct financial planning on daily basis.
- ❖ Review and approve the payments of AP invoices.
- ❖ Prepare GST Return and send to H.O.
- ❖ Prepare the TDS challan liability and send to H.O.
- ❖ Provide support to Taxation Team for E-filing TCS/TDS Returns.
- ❖ Performing various month end activities (Monthly closing)
- ❖ Prepare FOB and CIF Detail.
- ❖ Prepare MIS Report on Monthly basis.

### **SENIOR AUDIT OFFICER AT AMIT BAJPAI & ASSOCIATES (AUG' 2016 TO Feb' 2020)**

#### **► EXPOSURE IN ACCOUNTS:-**

- ❖ U.P. State Employees Welfare Corporation (Wheat Purchase)
- ❖ Multi Management Infotech, LC-SMU, Kanpur, Ballia, Jhansi
- ❖ Bhramavart Filling Station (Petrol Pump)
- ❖ Sankh's & Surya Products, Kanpur
- ❖ Abhishek Sales, Mukesh Agency (Supari Traders)

► **EXPOSURE IN AUDITS:-**

I. **Internal Audit:**

- ❖ Daxinanchal Vidyut Vitran Nigam Limited 3 Year Experience (4 District)
- ❖ Madhyanchal Vidyut Vitran Nigam Limited 1 Year Experience (2 Unit)
- ❖ Uttar Pradesh Tourism Department 5 Year Experience (16<sup>th</sup> Unit)
- ❖ Pradhan Mantri Gram Sadak Yojna 3 Year Experience (10<sup>th</sup> District)
- ❖ Uttar Pradesh Employees Welfare Corporation 6 Year Experience (10 Unit)

II. **Special Audit:**

- ❖ Daxinanchal Vidyut Vitran Nigam Limited, Chitrakoot (U.P.) [STORE DIVISION & JE AUDIT]
- ❖ Madhyanchal Vidyut Vitran Nigam Limited, Gola (U.P.) [S.E. DEPARTMENT]

III. **Statutory Audit:**

- ❖ Bank of India
- ❖ Syndicate Bank
- ❖ State Bank of India
- ❖ District Co - operative Bank, Raebareli

IV. **Concurrent Audit:**

- ❖ Allahabad Bank
- ❖ Punjab & Sindh Bank
- ❖ Baroda Uttar Pradesh Gramin Bank
- ❖ Allahabad U.P. Gramin Bank

V. **Revenue Audit:**

- ❖ Punjab National Bank
- ❖ Allahabad Bank

► **OTHER KNOWLEDGE & EXPERIENCES:-**

- ❖ Maintaining the Books of Accounts of many clients.
- ❖ Consulting to the many clients of related to Direct/ Indirect Tax matters.
- ❖ E-filing of Income Tax Return.
- ❖ E-filing of GST Return.
- ❖ E-filing of TDS Return.
- ❖ Knowledge and Experience in Tax Audit of many clients.

**PROFESSIONAL & ACADEMIC QUALIFICATION:-**

Qualification	Institution/Board	Year	Result
Chartered Accountant	The Institute Of Chartered Accountants of India	2021	Passed
M.B.A. (Regular)	Dr. A P J Abdul Kalam Technical University	2016	First
B.Com.	C.S.J.M. University, Kanpur	2007	Second
Intermediate	U.P. Board, Allahabad	2004	Second
High School	U.P. Board, Allahabad	2002	Second

**OTHER QUALIFICATIONS:- |JULY' 2014 TO JUNE' 2016 |**

I have also hold a Master Degree in Business Administration in Finance from Dr. A P J Abdul Kalam Technical University, Uttar Pradesh.

**WORK EXPERIENCE: - |JULY' 2011 TO JUNE' 2014|**

I have worked in various CA Firms. I got experience in maintaining Books of Accounts of various clients, conducting various Audits and Taxation (Income Tax, Service Tax, VAT and T.D.S).

**ARTICLESHIP SERVICE:- |DEC' 2007 to JUN' 2011|**

I have completed my Article ship service in a C.A firm (Amit Bajpai & Associates, Chartered Accountants, Sarvodaya Nagar, Kanpur). I got working knowledge and experience in various Audits (Govt. /Non-Govt., Corporations, Bank etc), Taxation (Income Tax, Service Tax, VAT and T.D.S) and Finalization of Accounts.

**COMPUTER KNOWLEDGE:-**

- ❖ Working knowledge of accounting in **SAP, Tally Software, IT Main (ERP) D 365 ERP.**
- ❖ Working Knowledge of Gen., Sprectum & Speqta Software, my GST café.
- ❖ Working knowledge of MS Word, MS Excel, and MS Power Point.
- ❖ Passed Course on Computer Concept from NIELIT.

**COMPETENCIES:-**

- ❖ Leadership.
- ❖ Eager to Learn & Enhance my knowledge.
- ❖ Hard Worker.

**CERTIFICATES:-**

- ❖ AICITSS - Management And Communication Skills Course.
- ❖ Certificate From ICAI - Computer Training Course.

**PERSONAL INFORMATION:-**

FATHER NAME : Mr. Kamal Kishore Bajpai  
DATE OF BIRTH : 03.11.1987  
GENDER : Male  
MARITAL STATUS : Unmarried  
LANGUAGE KNOWN : English and Hindi  
MOBILE NO. 8896988894

**INTEREST:-**

- ❖ Listening to Songs.
- ❖ Travelling.
- ❖ Watching Movies.

**DATE :**

**PLACE : KANPUR**

**(ROHIT BAJPAI)**