

**Ghanshyam Tiwari**

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A Commerce Post Graduate having minimum 18+ years experience and well versed with Tally ERP-9 and competent for the accounts of the company up to the finalization.

**Educational Qualification**

M.Com (Master of Commerce) from Mumbai University in April 2003.

B.Com (Bachelor of Commerce) from R .K. Talreja College of Ulhasnagar, in April 2001.

**Organisational Experience**

Deputy Manager in Hind Aluminium Industries Limited at Worli, Mumbai from June 01, 2007 – February 28, 2022 ( **14 Years & 09 Months** )

Account Assistant in Birla Industries Group Charity Trust at Churchgate, Mumbai from October 24, 2005 - May 17, 2007 ( **1 Year & 06 Months** )

Junior Accountant in Oriensoft Technologies Private Limited at Andheri West, Mumbai from August 02, 2004 – October 15, 2005 ( **1 Year & 02 Months** )

Accounts Trainee in Muni & Associates Chartered Accountant Firm at Bhiwandi from May 19, 2003 – July 30, 2004 ( **1 Year & 02 Months** )

**Key Responsibilities and Job Description****Taxation**

- Monthly computation of TDS / TCS liability ,timely make payment after reconciliation with books , quarterly filing of returns and issuing TDS certificates to the vendors on quarterly basis and to the employees at year end
- Reconciliation of TDS credit in books with 26AS ( quarterly ) & GST portal on monthly basis, identify the difference and record the same and intimating any discrepancies to the concern person.
- Proper reconciliation along with supporting registers, Extracting and Reviewing Documents as per Returns' requirement, Payment processing, Online Returns filing of GSTR 1 / 3B on GST portal.
- Reconciliation of GSTR 2A / GSTR2B / GSTR 6A with purchase register of company and follow up for recoveries of non receipt of GST input credit / invoice with various dept / customers / vendors.
- Calculation, Online payment, Filing of Profession Tax Return for company every month.
- Assessing tax liability and preparing Form 15CA for foreign remittance and arranging Form 15CB certificate in correct category from CA as and when required.
- Preparing the details of Income Tax Assessment Proceedings and other notices related to company/vendors/customers raised by Income Tax Department.

**Audit**

- Timely completion of quarterly / yearly audit which include preparation of data for the auditors and take corrective actions on recommendations by auditors.
- Statutory compliance of foreign wholly owned subsidiary such as filing of APR, ODI, with RBI towards payment of Debt and Equity during the year.
- Visiting Factory on Quarterly basis for conducting the Audit of Inventory and cross-checking the financial records with physical inventory and records.

**Accounts Payable / Receivable**

- Monitoring of EMD, Fixed deposit, Security Deposit, Demand Draft and checking terms and conditions as per law and as per company.
- Prepare monthly accounts receivable ageing report, comments of collection status, analyse of days sales outstanding and discussing the same with the management and marketing department to expediate realizations.
- Approved and paid invoices before deadlines , corresponding with vendors within one business day about issues or discrepancies and sought discounts on pre payments.

- Remitting foreign currency for expenses like travelling, commission , consultancy and advertising.
- Checking of sales invoice before sending them to customers through various channels ( emails / hard copies ) and booking after invoice submission.
- Arranging foreign currencies and travel cards for business travel and settling of foreign travel expenses.
- Transferred data from paper files into digital format, and updated existing information.
- Entries of cash payment vouchers after verification and approvals.
- Verify attendance of employees, preparation of salary sheets employee wise and make online payment of staff salaries on every month end.
- Collecting, verifying and updating monthly IT Saving declaration and original documents of employee and answering to queries of employees w.r.t. Income Tax on salaries.
- Booking of Fixed Assets, filing the bills and maintaining the register.
- Entries of Cheque Deposits in Tally as per details received from Net banking and from Marketing.
- Release supplier payment (Purchase & Expenses) through cheque , net banking as per priority & date-wise with all supportings attached after approval and signature of management.
- Sales / purchase / expenses bill booking.

#### **Banking**

- Prepare monthly interest calculation and reconcile with banks interest charged on cash credit account levied by the banks and obtain a refund for unjustified debits.
- Calculate and payment of interest and loan installment as per repayment schedule and due dates to banks / financial institution.
- Negotiate and obtain the best forex quote for inward and outward remittance.
- Prepare daily bank balance report and ensure requirement based fund transfers via NEFT / RTGS / CMS as per guidance received from seniors.
- Provide necessary document to avail PCFC loan from bank as per letter of credit, purchase order, sales contract, invoice.
- Bank Deposit entries and reconciliation of bank accounts as per statement and as per Tally data on daily basis.
- Following-up of fixed deposits in the various banks that the company deals with, follow-up notifications of linkage and maturity, match accrued interest with banks, and prepare accounting journal entries for deposits.
- Obtaining quarterly bank balance confirmation certificate.
- Account opening / Closing, Addition/Deletion of Authorized signatories.
- Scrutinize bank statement / bank advice for commission and interest charged on execution of LC / Buyers credit, Bank Guarantee.
- Handled banking limits of around Rs 274 crores.
- Preparation and submission of documents to the bank in relation to Advance payment, Direct payment, Bills Retirement for LC & Non LC transaction to overseas / domestic supplier.
- Submission of bill of entries to the concerned banks within the stipulated time and follow up with the bank for marking off bill of entries in IDPMS / ORM.
- Opening, renewal, enhancement, liquidation of Letter of credit and bank guarantee for the import and local purchase.
- Knowledge of export incentive ( RODTEP , Duty drawback ) claim on export of goods.
- Liaisoning with banks for disposal instruction towards foreign inward remittance against the export of goods.

#### **Other Work**

- Provide training and assistance to newly joined employee.
- Perform any additional task assigned by the management in absence of team members to ensure that the accounts department functions smoothly.
- Managed team of two people.

#### **Personal Information**

Date of Birth:	September 14, 1979 ( 42 Years ) ( Married )
Last Drawn CTC:	Rs 5,48,268 per annum till February 2020 During covid period Rs 4,20,000 per annum
Expected CTC:	As per Industry Standard
Notice Period:	Immediate Joining
Linguistic Ability:	English, Hindi, Marathi