

ARUNA KAMAKULA

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CAREER PROFILE

*An Experienced Senior Accountant with **MBA Finance & LLB** and over **5.5 years** of expertise in the areas of **Direct taxes, Indirect taxes, Corporate Compliances and Submissions to the Indian Tax Authorities**. Proficient in **VAT (Value Added Tax), GST (Goods & Service Tax)**, Computation of corporate, partnership, trust and individual taxes etc.*

Ability to exercise professional judgment in dealing with disclosure of information in financial reporting of corporate and personal income taxes. Highly skilled in researching sources and identifying solutions or alternatives to tax issues.

A detail-oriented and resourceful individual with good communication and interpersonal skills, combined with a good understanding of complex tax issues.

AREAS OF PROFESSIONAL EXPERTISE

- Actively involved in preparation and analysis of financial statements of various corporate and non-corporate clients.
- Supervision and monitoring of statutory compliance such as Income Tax, TDS, Service Tax, VAT, GST, Advance Tax of corporate & non-corporate entities and filing of return.
- Income Tax return preparation and filing for companies, partnership firms and individuals.
- Incorporation of new company, Filing of ROC, Creating/Modifying charge, Search Reports, Compliance filing with Registrar of Companies etc.
- Representation before Income Tax Authorities.
- Regular Books Maintenance.
- Proficiency of working on various accounting software's such as – Tally ERP 9.0 (including all variants), Marg & others.
- Undertaken course on GST conducted by the Institute of Chartered Accountants of India.
- Computing & arranging timely deposit of taxes (Sales Tax, Service Tax, and TDS).
- Preparation and filing of Monthly/Quarterly/Half yearly returns.(Sales, Service Tax, TDS& GST)
- Assessment of income tax, commercial tax and service tax.
- Finalization of Accounts and preparation of Financial Statement.
- Preparation of Net worth Statements.
- Tax audit of various individual, partnership firms, companies, trusts etc.
- Assisted Audits of
 - Nationalized Banks
 - Public/ Private Sector Organizations
 - Societies & Trusts

PROFESSIONAL EXPERIENCE

- **RAJNISH ARVIND & ASSOCIATES, DEHRADUN February 2014 To January 2019**

Working Position: *Senior Accountant.*

Roles & Responsibilities –

- 1) Accounting of Sales, Purchase, Expenses, and Bank Statement etc.
- 2) Bank Reconciliation, Creditors & Debtors Party Reconciliation.
- 3) Finalization of Books.
- 4) Preparation and filing of income Tax Return.
- 5) Preparation and filing of TDS Returns & Challans
- 6) ROC Compliances relates of companies such as Incorporation of new company, Appointment of auditor, Appointment of new director, Search Report, Filing of ROC forms (AOC-4 & MGT 7) etc.
- 7) GST – Registration, Return Filing (GSTR3B, GSTR 1 Etc.), E Way bill generation etc.
- 8) VAT- Registration, Returns, Annual Return, Generation of Form 16, C, F, Assessment of Commercial Tax.
- 9) Preparation of Net worth Statement.

- **SETWELL MEDIA PRIVATE LTD, DEHRADUN, UTTARAKHAND. July. 2013 TO December. 2013**

Working Position: *Accountant/HR Administrative.*

Roles & Responsibilities –

- 1) Regular Books Maintenance.
- 2) Managing all details related to broadcasting.
- 3) Preparing Salary Sheets.
- 4) Maintaining Petty Cash.
- 5) Reconciliation of Bank, Debtors & Creditors Statement.

EDUCATIONAL QUALIFICATIONS

- **MASTER OF BUSINESS ADMINISTRATION (FINANCE)– 2013, UTTARAKHAND TECHNICAL UNIVERSITY, UTTARAKHAND, INDIA.**
- **BACHELOR OF LAW (LLB) – 2017, HNB GARHWAL UNIVERSITY, UTTARAKHAND, INDIA.**
- **BACHELOR OF COMMERCE -2011, HNB GARHWAL UNIVERSITY, UTTARAKHAND, INDIA.**

COMPUTER & SOFTWARE PROFICIENCY

- Advance Diploma in Computer Software.
- Tally ERP 9 & 7.2
- Good knowledge of software like Winman CA ERP, Winman TDS, Marg, OM and Busy win.

PERSONAL DETAILS

- Date of Birth : **03rd December 1990**
- Languages Known : **English, Hindi and Telugu**
- Permanent Address: **H.No. 50, Shastri Nagar, Dehradun Uttarakhand, India.**

- References :**Available on Request**