

RESUME

Name: Usman Pasha K

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CAREER OBJECTIVE & CHALLENGES:

- Ready to take up challenging assignments in the field of finance, audit and taxations.
- Stupendous communication, analytical skills, honed with the ability to generate innovative ideas.

ACADEMIC DETAILS:

- **SSLC:** Passed from “Netaji School Hospet”
- **Intermediate :** Passed from “ Central Board of Secondary education”
- **Bachelor of Commerce (BCOM) :** Passed from “ JSS College Dharwad”

EXPERIENCE: 6 Years and 1 months

1. Article internship with M/s.Prakash Bhat and Associates, Chartered Accountant firm (from 1stth October 2013 to 31st Oct 2016)
2. Tibil Computer Solutions Private Limited – Accounts Executive (From 5th June 2017 to 17th August 2018)
3. Shadowfax Technology Pvt Ltd – Assistant Manager (From 10th September 2018 to 24th July 2020)

Technical Skills

Operating Systems : MS Office , MS word, Power Point and Excel
Accounting Packages : Tally ERP Package and Microsoft Dynamic Nav
Tax Package : Win TDS, Win Tax ,Clear tax and GST Portal

Audit and Accounting Experience in Prakash Bhat & Associates - CA Firm

- Finalization of Accounts – Profit & Loss Account, Balance Sheet.
- Monthly MIS report of Analysis on revenue and expenditures to know the fluctuation between Budget & Actual.
- Maintaining the books of Accounts till finalization level as per statutory requirements.
- Managing of vendors TDS form 16 & 16A.
- Responsibility of all statutory returns / Submission in Monthly, quarterly and half yearly basis of Service Tax ,TDS, & P.T.
- Responsible for month end all journal entries.
- Responsible for Accounts payable, Accounts receivables MIS Reports.
- Preparation of budgets for monthly expenditure and compare the actual with the budgeted one, find out reasons for variations and give the report to the management

- Reconciliation of various provision Accounts,
- Maintenance of Bank reconciliation on daily basis.
- Responsibility of Monthly VAT Returns and Half yearly Service tax Returns.
- Responsibility for Preparing VAT 240 Annual Return and Challans for Payment.
- Preparing Creditors and debtor's reconciliations and sending MIS report to Management to know the exact fund Receivables & Payables.
- Passing necessary GL entries to respective periods, for Salaries, Incentives, Rent, and related expenses.
- Maintenance of books of Accounts branches / business units wise
- Verification of Accruals which accounted on monthly basis.
- Conducting statutory audits for companies, firms, banks, trusts, and family planning associations.
- Analyzing all the P&L Expense Accounts to see if any other expenditure has been expensed off incorrectly, reclass and Re Adjustments them accordingly
- Handling Internal Audit, Statutory Audit, Bank Audit and Stock Audit
- Filing ITR'S
- Depreciation as per Income tax act and Passing Provisions
- Preparing Advance tax Workings and Generating Challans for Payments.

Company: Tibil Computer Solutions Pvt Ltd

Designation: Accounts Executive

RESPONSIBILITIES

- Interaction with Auditors towards statutory compliance.
- Responsible for month end all journal entries.
- Responsibility of all statutory payments Service Tax, TDS, P.T ,PF, ESI & GST before due date.
- Responsibility of all statutory returns / Submission in Monthly, quarterly and half yearly and Yearly basis of Service Tax, TDS, P.T & GST.
- Maintenance of Bank reconciliation on daily basis and Petty Cash.
- Maintenance of Creditors, Debtors, and follow up.
- Reconciliation of various provision Accounts,
- Invoice Raising Every Month End for Sales Revenue.
- Responsible for Accounts payable, Accounts receivables MIS Reports.
- Maintaining the books of Accounts till finalization level as per statutory requirements.
- Responsible of Bank reconciliation as well MIS for the same to know the actual fund position in daily basis.
- Responsibility to CEO-reporting regarding financial statements, banks balances, investments related balances, sundry debtors outstanding statement and collections from debtors on daily.
- US Accounting and Transfer Pricing.
- Review books of accounts on month end.
- Payroll Processing Month End.
- Preparing Cheques NEFT and RTGS for Banks.
- Preparing Revenue Stock Statement for Banks.
- Handling of Internal and Statutory Audits.
- Preparing Reimbursement for Employees Every Month Mid.
- Preparing Forecast and Aging Report Every Month End.
- Preparing Master Service Agreement and Statement of Work.

- Filing TDS returns 24Q and 26Q Quarterly and Generating Form 16 and 16A and Online Payments and Online Correction.
- Filing GSTR 1, GSTR 3B, and GSTR 2 with Workings and Generating Challan for Tax Payment.
- Reconciliation of GSTR 2A with Books of Accounts
- Filing PT returns and online Payment Monthly, Yearly and Renewal.
- Preparing MIS reports for management every month end.
- Preparing cash flow statement every month end.
- Preparing requisition for Outstanding Payments every month.
- Resolving IT Notices like TDS, Service tax and GST.
- Reconciliation of 26AS with Books.
- Preparing Advance Tax Workings and Generating Challans for Payments.

Company: Shadowfax Technologies Pvt Ltd

Designation: Assistant Manager

- Interaction with Auditors towards statutory compliance.
- Responsible for month end all journal entries.
- Responsibility of all statutory payments TDS, P.T, PF, ESI & GST before due date.
- Responsibility of all statutory returns / Submission in Monthly, quarterly and half yearly basis of TDS, P.T & GST.
- Reconciliation of various provision Accounts.
- Reconciliation of Bank Accounts and Credit Card on Day to Day basis.
- Payroll Processing Month End.
- Review books of accounts on month end.
- Maintaining the books of Accounts till finalization level as per statutory requirements.
- Filing TDS returns 24Q and 26Q Quarterly and Generating Form 16 and 16A and Online Payments and Online Correction.
- Filing GSTR 1, GSTR 3B, GSTR 6 and GSTR 9 with Workings and Generating Challan for Tax Payment.
- Reconciliation of GSTR2A With Books of Accounts.
- Reconciliation of 26AS with Books.
- Maintaining Fixed asset register Month on Month.
- Preparing Summary of Statutory workings Month on Month as per Audit requirement.
- Maintaining Inventory Purchase record and Workings of Inventory Transfer Workings for Inter state.
- Responsible for Accounts payable and Accounts Receivable.
- Reviewing of Trial Balance every month end.
- Preparing Cash Flow statement for Fund Status.
- Reconciliation of Statutory Ledgers.
- Resolving IT Notices like TDS and GST.

Specialization in Statutory Taxation

Income Tax

- Responsibility of TDS Calculation and filing of returns.
- Preparation of Income Tax workings & returns e- Filing.

Commercial Tax

- Professional Tax Computation and monthly and annually return filing.
- GST Computation

GST

- Preparation of compliances of GST act and returns filing GSTR 1, GSTR 3B ,GSTR 6 and GSTR 9

Extra-Curricular Activities:

- Participation in various sports like Cricket and Snooker

PERSONAL DETAILS:

- **Father's Name** : T Rehamatulla
- **Mother's Name** : Faizunisa
- **Date of Birth** : 26th-March-1993
- **Gender** : Male
- **Marital status** : Single

Language known : English, Hindi, Telugu, Urdu and Kannada

Permanent address : BHN Residency 5th Main Rd, Phase 2, BTM Layout,Anugraha layout
Bengaluru, Karnataka 560076

Name: Usman Pasha K

Place: Bangalore

