

## **CURRICULUM VITAE**

**Name:Subhash Pareek**

### **Career Objective**

To become a successful person in Management, Administration, Accounts and procurement related field. Wish to work in an environment that would provide me with the relevant exposure in myfield, which offers high level challenge, responsibility and enhance me to apply my logical, analytical and managing skills to contribute to the growth of the organization.

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Will to work as a key player in challenging & creative environment.

**Past Job :- Shree Ganesh Rice Mills Narela Delhi (Oct 2015 to Nov 2019)**

Co. Address			Permanent Address		
<b>Address</b>	:	Bhole Nath foods Ltd Israna Panipat (HR)	<b>Address</b>	:	Vill.-Ramsisar, The.- Fethpur, Dist.-Sikar, Rajasthan
<b>Contact No.</b>	:	<b>Mobile.-</b> 08010483408	<b>Tel (Home)</b>	:	07011950202

**Email:**[subhashpareek54@gmail.com](mailto:subhashpareek54@gmail.com)

### **Educational Background**

<b>Education</b>	<b>Board / University</b>	<b>Percentage of marks obtained</b>
<b>M.Com</b>	Rajasthan University, Jaipur	Pursuing
<b>B.Com</b>	Rajasthan University, Jaipur	Pass
<b>Senior Secondary</b>	Ajmer Board, Rajasthan	First Division
<b>High Secondary</b>	Ajmer Board, Rajasthan	First Division

### **Other Skills**

- **Basic Diploma in Computer Application in 2008.**
- **Accounting Packages – Tally ERP Versions.**
- **MS – Office, Excel and MS - Word.**

## **Total Work Experience - 5 Years**

### **Professional Experience**

#### **Present Working**

**Employer** - **Bhole Nath Foods Ltd**  
**Designation** - **Account Officer**  
**Duration** - **Since MAY., 2019**

The Company engaged in Manufacturing Industry.  
Present Salary Rs.30000 Per Month.

#### **Role:**

##### **▪ Accounts/Finance**

- Administering maintenance of books of accounts of various units of shalby Ltd.
- Co-ordinate with the Internal Audit team and statutory audit team for getting the accounts audited on timely manner. Help them prepare the financial statement as per statutory norms by providing various schedules as per auditors reporting requirement in notes to accounts and tax audit.
- Monitoring outstanding statements, Age wise Reports, various profitability statements as per the requirement of the management to help them in taking the important business decision.
- Verifying the units bills (project bills, utility bills and other vendor payments) on timely manner and releasing the payments through online net banking.

##### **▪ Taxation :**

- Accurately estimating the liability of all TDS, Service Tax, GST and Works contract Tax etc. after taking into account inputs, credits and reversals as applicable in various tax laws.
- Ensure timely payment of TDS and GST etc.
- Ensure timely compliances of all statutory formalities such as filing of periodical TDS return, Service tax return, Works contract tax return & GST return.
- Ensure timely compliances of all notices / letters received from various tax authorities like Income Tax, Service Tax & GST etc.

- Support Project/Commercial team in tax related matters to optimize tax compliance by reviewing of agreements, contracts, proposals, bids etc. from taxation point of view.
- Obtain and maintain registration licenses for VAT, TDS, Service Tax, Works contract tax & GST etc. and ensure the validity of all registration licenses.
- Co-ordinate for Service tax audits and audit from Commercial Tax Dept. and in query of preventive department.
- Compilation of timely MIS for Taxation and update compliance tracker ongoing litigations and dashboards on monthly basis.

#### Personal Details

<b>Father Name</b>	:	Vinod Pareek	<b>Mother Name</b>	:	Dropadi Devi
<b>Age</b>	:	25	<b>Date of Birth</b>	:	14.08.1993
<b>Nationality</b>	:	Indian	<b>Gender</b>	:	Male
<b>Marital Status</b>	:	married	<b>Permanent Residential</b>	:	India

**Languages known:-** Hindi, English

**(Subhash Pareek)**