

Tejas Vinay Mehta

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CAREER OBJECTIVE

To work in association with professional groups who offer me the opportunity for career advancement and professional growth with an intention to be an asset to the company.

PERSONAL PROFILE

- Currently working with M/s. TAG Offshore Limited - Since Dec 2014 till date.
- Worked as Audit Manager with Kirti D. Shah & Associates - Feb 2011 - Dec 2014.
- Rich and insightful articleship of 3 years with Kirti D. Shah & Associates (Chartered Accountants) - Jan 2008 - Jan 2011.
- Quick learner and highly energetic having keen aptitude for learning and applying new knowledge resourcefully.
- Seeks new responsibility, timeliness and flexible.
- Good inter-personal skills.
- Commitment towards work and achieving goals.

PROFESSIONAL QUALIFICATION

- Cleared PE-I in May, 2005
- Cleared PE-II in November, 2007
- Cleared CA Final in May, 2012

ACADEMIC QUALIFICATION

Examination	Board/ University	Year of Passing	Percentage
SSC	Maharashtra Board	March - 2002	72 %
HSC	Maharashtra Board	March - 2004	75 %
TY B Com	Mumbai University	March - 2007	73 %
M Com	Mumbai University	March - 2009	First Class

WORK EXPERIENCE

Tag Offshore Limited - Offshore Shipping Company & Group (Dec 2014 till date)

Manager - Accounts & Finance

- Preparation of Standalone and Consolidated Financial Statements of TAG and group companies.
- Co-ordinating with the Statutory Auditors, Internal Auditors, Tax consultants and ROC consultants of the company to carry out statutory Audit, internal audit, scrutiny assessments of the company.
- Responsible for GST implementation, preparation and filling of GST related returns and compliances from time to time.
- Preparation and filing of Income Tax returns of TAG and Group Companies.
- Responsible for day to day maintenance of books of accounts.
- Handling various issues in Taxation (Direct Tax and Indirect Tax) like filing return of income, GST Returns, Professional tax Returns, TDS returns, Scrutiny cases, Revisions and Rectifications of TAG and Group Companies.
- Responsible for all the statutory compliances of the Group Companies.
- Approving and verification of statutory compliances of the Company like TDS, Service Tax, GST etc. and handling all the disputes. Applying for Lower Deduction of TDS.
- Approving all the Expenses booking and payments of the Company.
- Preparation of CMA data and MIS report.

ARTICLESHIP EXPERIENCE

Organisation: M/s. Kirti D. Shah & Associates (Chartered Accountants)

JOB RESPONSIBILITIES HANDLED:

- Performing various areas in Statutory Audit, Internal Audit of Public Company, VAT Audit and Income Tax Audit independently.
- Ensuring compliance of Companies Act -1956 as well as Companies Act - 2013, Income Tax Act -1961, Wealth Tax Act -1957, Revised schedule VI requirements, CARO requirements, Accounting standards, Statutory Compliance of Service Tax, VAT etc.
- Handling various issues in Taxation (Direct Tax and Indirect Tax) like filing return of income, Vat returns, Professional tax Returns, TDS returns, Service Tax Returns, Scrutiny cases, Revisions and Rectifications of corporate & individuals.
- Accounting, finalization, preparation of cash flow / fund flow of corporate, partnership firms, LLPs, Trusts and individuals.
- Handling ROC matters, including filing of Annual Returns of Companies, conversion of various forms of organisation into LLPs etc.

DETAILS OF MAJOR ASSIGNMENTS HANDLED:

Company	Work Performed
➤ Aries Agro Limited (Listed Company) (Manufacturing)	<ul style="list-style-type: none">• Statutory Audit• Tax Audit E-filing and E-filing of I T Return.
➤ Gebi Products (Manufacturing) ➤ Gebi Plastics Pvt Ltd ➤ Gebi Engineering Pvt Ltd	<ul style="list-style-type: none">• Statutory Audit• Tax Audit and E-filing of Income Tax Return.• Mat Compliance.
➤ Comart Lithographers Ltd (Service)	<ul style="list-style-type: none">• Internal Audit
➤ Khetan Plastopack Pvt Ltd ➤ Shiv International Ltd ➤ Sanbros Plastics Pvt Ltd ➤ Sanbros Packaging & Finance Pvt Ltd	<ul style="list-style-type: none">• Statutory Audit• Tax Audit E-filing and E-filing of I T Return.• ROC Compliance• Compliance with MAT.
➤ IPC Heart Care Pvt Ltd ➤ Sunbeam Commodities Pvt Ltd. ➤ NOD Bearings Pvt Ltd.	<ul style="list-style-type: none">• Statutory Audit• Tax Audit E-filing and E-filing of I T Return.• ROC Compliance• Compliance with MAT.

COMPUTER PROFICIENCY

- Successfully completed Information Technology Training conducted by The ICAI.
- Able to work effortlessly on MS Office, Tally ERP 9.
- Working knowledge of ERP Software.

STRENGTHS

- Positive Attitude towards Life
- Proactive approach towards work
- Determined and Dedicated

PERSONAL DETAILS

- Date of Birth: 08th June, 1987
- Languages known: English, Hindi, Gujarati and Marathi.
- Hobbies: Music, Reading and Creativity.