

# PRASHANT DILIP KHILARE

Email: prashantkhilare90@gmail.com| Phone: +91-9552405515

## CAREER OBJECTIVE

- Position at to senior level Management, which envisages my growth as team player enabling me to influence the strategy of an organization thereby utilized the overall growth of the corporate.
- An astute learn who will work hard to grow into a managerial position at your organization.
- Intend to work in an organization having a challenging and creative environment, giving me an opportunity to sharpen my skills and enhance knowledge while contributing actively to the growth of the organization.

## PROFILE SUMMARY

- Highly professional and skilled Leadership with 9 to 10 years of experience in Direct and Indirect & Tax planning, reporting and implementation in compliance with tax Law.
- Possess strong knowledge of tax and accounting processes as well as effective multi-tasking, leadership, technical and analytical skills in delivering quality tax services to the organization.
- Responsible for managing and maintaining Tax Compliance Activities.

## WORK EXPERIENCE

### UNITED HEALTHCARE PAREKH INSURANCE TPA PRIVATE LIMITED (2019 to Till)

Position : - Team Leader- Taxation  
Job Location : - Andheri (Mumbai)  
CTC p.a. : - 6, 33,178/-

#### Key Responsibilities:-

##### Accounting:-

- Analyzing and ensuring Fixed Assets activity
- Supervise and manage the activities of all due diligence with internal team in a timely manner
- Work with the accounting team to business entities to facilitate monthly closing
- Imparting training to the juniors and non-finance or other department related to compliance

##### Direct Tax:-

- Preparation of computation of income and filing of Income Tax Return of Private Limited Company
- Preparation of submissions against notices received from Income Tax authorities during the assessment proceedings. Also solving quarry regarding outstanding demand.
- Preparation of 3CA and 3CD Tax Audit reports for Assesses.
- Monthly computation & timely payment of TDS liability
- Reconciliation of all TDS related ledger with books
- Filing of TDS returns & issuance of TDS Certificate
- Filing TDS correction statement & compliance
- Timely making application and obtaining Lower Rate TDS certificates for group entities
- Preparing & ensuring foreign remittances & filing Form 15CA/CB
- Independently handling advisory and compliance related to finalizing 26AS Reconciliation

##### Indirect Tax:-

- Responsible for compliance with GST Registration & Amendment
- Monthly computation & timely payment of GST liability
- Ensure timely filing of returns of GSTR1, GSTR7 & GSTR3B
- Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR7A to Minimize differences to maximize set off
- Vendor Tax Credit Reconciliation-Identify track and follow up on vendor wise input tax disallowances
- GST Ledger-Maintain, review, reconcile
- Preparing and finalizing GSTR9 & GSTR9C reports and compliance under GST Rules & Regulations.
- Responsible for E Way Bill
- Presenting monthly statutory and compliance reports to the management

##### Audit and Assurance:-

- Statutory Audit
- Transfer Pricing

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### Compliance & Other Statutory:-

- Monitoring Tax related tracker to reduce any future interest or penalty
- General Ledger Reconciliation of all statutory dues
- Work on compliance of other which are applicable

### Achievements:-

- Tax Planning
- Managing Team
- Always meet deadlines
- Successfully managing large organization Direct & Indirect tax

## **WORK EXPERIENCE**

**S P SHAH & CO. (CHARTERED ACCOUNTANTS) (2013 to 2019)**

Position : - Senior Accountant  
Job Location : - Borivali (Mumbai)  
CTC p.a. : - 4, 22,500/-

### **Key Responsibilities:-**

#### Accounting:-

- Manage and oversee the daily operations of the accounting department
- Account receivables/payable
- Fixed Assets activity
- Month and Year end process
- Revenue and Expenditure variance analysis
- Monitor and analyze accounting data and produce Financial Reports or Statements
- Finalisation of Account and Preparation of Financial Statement of corporate & non corporate assessee

#### Direct Tax:-

- Preparation of Computation of Income and Filing of Income Tax Return of Private Limited Company, Limited Liability Partnership, Partnership Firm, and Individual Assesses
- Preparation of Auditor's Report including compliance of CARO, notes to accounts
- Preparation of Schedule III Balancesheet of Corporate Assesses
- Preparation of submissions against notices received from Income Tax authorities during the assessment proceedings. Also solving quarry regarding Outstanding Demand
- Projecting tax liability and calculation of Advance Tax payable
- Conducted Tax audits and Preparation of 3CB / 3CA Report and 3CD Tax Audit Report for Assesses who cover under Audit
- Compute TDS tax liability, Reconciliation, filing of TDS returns, Lower Deduction Certificate proceeding & Compliance

#### Indirect Tax:-

- GST Registration for various clients to Company and Non Company under GST Act
- Adhering to clients GST compliance timelines as per statute (Reconciliation, filing of returns, etc.)
- E-Filing of GST Returns (GSTR 3B, GSTR 1, GSTR 4)
- GST Audit and compliance with GST Rules & Regulations
- Registration of MVAT, Professional Tax under Maharashtra VAT Act.
- Computation of MVAT Liability and E- Filing of MVAT Return for all Dealer
- Professional Tax working and E- Filing of Return for all Dealer
- MVAT Audit under MVAT Act and Preparation of FORM -704
- DVAT Audit under Daman & Die Act
- VAT Assessment
- Computation of Service Tax liability and E-filing of returns

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## Audit and Assurance:-

- Internal Audit
- Statutory Audit

## WORK EXPERIENCE

### **VINAY UNIQUE CONSTRUCTION CO. (2011 to 2012)**

Position : - Account Assistant  
Job Location : - Virar (Mumbai)  
CTC p.a. : -1, 92,000/-

## **Key Responsibilities:-**

### Accounting & Office Administrative:-

- All accounting entries of Sales & Purchase, Journal, Receipts & Payments etc.
- Preparing Bank Reconciliation for daily basis & monthly
- Payment to Vendor & Statutory dues on time
- Assist with superior for Finalization of accounts.
- Handling Petty Cash
- Banking Activity
- Other Office Administrative work

## **PROFESSIONAL QUALIFICATIONS**

<u>Qualification</u>	<u>Institute / Organization</u>	<u>Year</u>
IPCC Group I	Institute of Chartered Accountant of India	Nov 2016

## **ACADEMIC QUALIFICATIONS**

<u>Qualification</u>	<u>Institute / Organization</u>	<u>Year</u>
M.Com Part II	Institute of Mumbai Board	May 2018
M.Com Part I	Institute of Mumbai Board	May 2017
B.Com	Institute of Mumbai Board	March 2012
H.S.C	Institute of Mumbai Board	March 2009
S.S.C	Institute of Mumbai Board	March 2007

### **Core Competencies**

- Ambitious and enthusiastic financial analyst determined to continually exceed expectations.
- Leading, training & monitoring the performance of team members to ensure efficiency in operations and meeting of individual & group targets.
- Self - motivated, willing to take on added responsibilities to achieve desired results.
- Skilled communicator adept at building strong rapport with both co-workers and clientele.
- Quick learner with a keen eye for detail and the ability to work within aggressive timelines.

### **Technical Skills**

- MS-Office, PowerPoint, Tally ERP. 9, FACT ERP

## **PERSONAL PROFILE**

**Date of Birth:** October 13, 1990  
**Hobbies:** Cricket, Travelling, Playing Musical Instruments  
**Languages Known:** English, Hindi, Marathi, and Gujarati  
**Contact Address:** D102/ Shree Gurudutta Vallabh Co.Op.HSG Society, Gurudutta Nagar,  
Phoolpada Road, Virar East, Pin - 401305

(PRASHANT DILIP KHILARE)