

PROFILE

Rohit Paul

Over 2 years of experience in indirect taxation and GST compliance, with hands-on exposure to invoice verification, reconciliation, and return filing. Actively seeking opportunities in Accounts Payable, Accounts Receivable, or Finance to Expand my skill set and gain broader corporate exposure. Proficient in Tally, Excel, and data accuracy tasks, with a strong willingness to learn and grow in the Finance and accounting domain.



EDUCATION

Bachelor of Commerce:

Calcutta University – 2020

Class XII (ISC)

(Commerce)

Indira Gandhi Memorial Senior Secondary School

Class X (ICSE)

Indira Gandhi Memorial Senior Secondary School

KEY SKILLS

- Computer skills offered by ICAI.
- Proficient in Excel, Word, PowerPoint.
- Knowledge in Tally ERP 9 & Tally Prime.
- Basic knowledge in GST litigation.

WORK EXPERIENCE

GST Associate

S. K. Naredi & Co. Chartered Accountant. Park Street

January 2025 – Current

- Verifying and process proper sales and purchase invoices for accuracy, GST treatment, and Linkage with ledger balances.
- Supporting Accounts Receivable (AR) by maintaining sales ledgers and following up on outstanding balances.
- Client purchase book reconciliation with GSTR 2B to check any mismatches in Input Tax credit, short payment or Pending Input Tax credit need to claim.
- Filing monthly & quarterly GST returns (GSTR-1, GSTR-3B, and GSTR-6) and conducting 2A/2B ITC reconciliation.

Indirect Tax Consultant

S.K Kanodia & Associates – Girish Park

May 2023 – December 2024

- Computing & filing monthly GST returns (GSTR 1 & 3B)
- Making GSTR 2A reconciliation with our Client's data.
- Making GSTR 2B reconciliation with our Client's data
- Checking and verifying our client's Input Tax credit is taken as per GST guidelines.
- filing annual return GSTR 9 & 9C

Indirect Tax Consultan

BT Associates – Salt Lake – Sector V

December 2022 – January 2023

- Maintain all records and litigation matters of our clients.
- Making GSTR 2A & 2B reconciliation with our Client's data.
- Computing monthly GST returns (GSTR 1 & 3B).