

# Curriculum Vitae

*KHADIR G. MACHKURI*

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## Personal Profile:

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Optimistic by nature with leadership qualities, Self reliable and self driven. Has a good practical and relevant experience in accounting. Result oriented and time bounded person. Good Analytical Skill with great vision. Have a positive approach & good presence of mind. Computer literate in Microsoft Word, Excel, Internet, Taxbase, VAT, Tally, SAP & Oracle [Tally Version: 5.4, 7.2, 9.0 & ERP].

## Academic Qualification:

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June 2009- March 2010  
Passed T.Y.B. Com Commerce, from Mumbai University

June 2003 - February 2005  
Passed Higher School Certificate, from Latur Divisional Board

June 2002-March 2003  
Passed Secondary School Certificate, from Latur Divisional Board

## Computer Education:

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- Basic in Computer MS Office [MS Word, MS Excel, MS PowerPoint]
- SAP, Oracle, Tally [Version: 5.4, 7.2, & 9.0], Taxbase & VAT Software

## Carrier History:

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**Company Name** : **Hathway Digital Limited**  
**Company Profile** : **Internet Services Provider to Distributors and CATV Business across India**  
Position Held : Deputy Manager (Indirect Tax)  
Period : 17<sup>th</sup> January 2020 to till date

## Job Responsibilities :

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- Indirect Taxation – GST
- Calculation of GST liability Monthly Basis for PAN India.
- Making GST online payment after utilization of GST Credit.
- Preparation GSTR-3B Return monthly Basis uploading the same on GST portal with DSC.
- Preparation of GSTR-1 Return and uploading the same on GST portal.
- Handling all the GST matters independently.
- Preparation monthly schedule and matching all the GL Codes with Trial Balance.
- GSTR-8 Return filling with (TCS Return) Calculation and Making Payment on GST Portal.
- Preparing Purchase Register for proper Input Tax Credit Availment with identification of correct Recipient in the PAN India Purchase Register from System.
- Co-ordination with AP Team and AR Team for correct tax booking in system to match with filling of GSTR-1 and GSTR-3B.
- GSTR-2B Reconciliations monthly basis and proper ITC Availment for GSTR-3B.
- Preparation of GSTR-9 and 9C Annual Audit Report.
- Funding Mails to upper management for GST Payment monthly basis.
- 180 Days Reversal Calculation and making payment accordingly.
- Collection of Sales Registers from Commercial Department and preparing reconciliation with Register Vs System GL/Trial Balance to find differences if any.
- Resolution of queries from B2C to B2B.
- Monthly Input Tax Credit and Output Tax Liability Reconciliation with books.
- Addition and deletion of additional place of business in Registration Certificate on GST Portal.
- New Waybill Generation/Cancellation/updation Vehicle Number under GST Regime from the portal.
- GSTR-2A reconciliation.
- Checking the changes in GST regime and circulation of circular/notifications to all commercial.
- Customer GSTN Approval on Hathway Customer Portal after checking of correct status of GST Number.
- Preparing details in connection with Sales Tax Assessment if required/any pending cases.
- Implementation of Tax Law Changes in the policies and ERP system of company.
- Reviewing Trial Balance to match Input Credit and Cash Ledger Balances as per GST Portal monthly basis.
- Reporting to Senior Management.
- Auditing.

- Managing all day to day accounting activities.

**Company Name** : **More Retail Limited**  
**(Formerly Known As M/s. Aditya Birla Retail Ltd)**  
**Company Profile** : **Retail Industry-“More” Store Across India**  
 Position Held : Assistant Manager (Indirect Tax)  
 Period : 19<sup>th</sup> September 2018 to 10<sup>th</sup> January 2020

**Job Responsibilities** :

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- Indirect Taxation – GST
- Calculation of GST liability Monthly Basis for PAN India.
- Making GST online payment after utilization of GST Credit.
- Preparation GSTR-3B Return monthly Basis uploading the same on GST portal with DSC.
- Preparation of GSTR-1 Return and uploading the same on GST portal.
- Preparation monthly schedule and matching all the GL Codes with Trial Balance.
- Addition and deletion of additional place of business in Registration Certificate on GST Portal.
- New Waybill Generation/Cancellation/updation Vehicle Number under GST Regime from the portal.
- Co-ordination with PAN India Team for funding.
- GSTR-2A reconciliation.
- Checking the changes in GST regime and circulation of circular/notifications to all commercial.
- ISD Input Distribution and GSTR-6 Return filling monthly basis.
- Tax Master – HSN Code updating with correct Tax Rate in the system.
- Preparing details in connection with Sales Tax Assessment.
- Issue of C, F Forms to vendor as per requirement.
- Reporting to Senior Management.
- Auditing.
- Managing all day to day accounting activities.

**Company Name** : **Carrier Midea India Pvt Ltd**  
**Company Profile** : **Manufacture of Air Conditioner, Microwave Ovens**  
**(Home Appliances)**  
 Position Held : Senior Taxation Executive (Indirect Tax)  
 Period : 14<sup>th</sup> August 2014 to 18<sup>th</sup> September 2018

**Job Responsibilities** :

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- Indirect Taxation – VAT, CST & GST
- Calculation of GST Monthly Basis for Maharashtra, Gujarat, Madhya Pradesh, Chattisgarh & Goa State (West Region).
- Making GST online payment after utilization of GST Credit.
- Preparation GSTR-3B Return monthly Basis uploading the same on GST portal with DSC.
- Preparation of GSTR-1 Return and uploading the same on GST portal.
- Necessary Amendment on GST Portal.

- New Waybill Generation/Cancellation/updation Vehicle Number under GST Regime from the portal.
- Checking the changes in GST regime and circulation of circular/notifications to all commercial.
- Calculation of VAT, CST, ET Monthly Basis for Maharashtra, Gujarat, Madhya Pradesh, Chattisgarh & Goa State (West Region).
- VAT, CST, ET Monthly or Quarterly Return filling for West Region (5 States).
- Compliance of VAT, CST, ET Payment for West Region (5 States).
- Preparing details in connection with Sales Tax Assessment for West Region (5 States).
- Preparing details in connection with Annual Vat Audit for West Region (5 States).
- Uploading VAT/CST/ET Returns Monthly/Quarterly Basis.
- Local Body Tax Calculation, Payments for Municipal Corporation, Visiting Municipal Corporation for Assessment and closing Audits for the year.
- Visiting all West Region i.e. 5 States for solving their queries regarding Assessment, Amendment and Visit to Sales Tax or Commercial Tax Department as per requirement.
- Renewal of Shops and Establishment Certificate yearly basis.
- Follow up with customers for collection of C, F and H Forms and doing updation regular basis.
- Issue of C, F and H Forms to vendor as per requirement.
- Calculation of Professional Tax and uploading returns for the same.
- Reporting to Senior Management.
- Coordination with consultant across west region regarding queries and Sales Tax matters.
- Auditing.
- Managing all day to day accounting activities.

**Company Name** : **Rochem Separation Systems India Pvt Ltd**  
**Company Profile** : **Manufacturer & Exporter of Water Filtration Plant**  
**Position Held** : **Senior Taxation Executive (Indirect Tax)**  
**Period** : **October 2010 to 13<sup>th</sup> August 2014**

### **Job Responsibilities** :

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- Indirect Taxation – VAT, CST (Sales Tax)
- Calculation of VAT, CST Monthly Basis for Maharashtra.
- VAT, CST, ET Monthly or Quarterly Return filling.
- Compliance of VAT, CST Payment.
- Preparing details in connection with Sales Tax Assessment.
- Preparing details in connection with Annual Vat Audit.
- Uploading VAT/CST Returns Monthly/Quarterly Basis.
- Local Body Tax Calculation, Payments for Municipal Corporation, Visiting Municipal Corporation for Assessment and closing Audits for the year.
- Renewal of Shops and Establishment Certificate yearly basis.
- Follow up with customers for collection of C, F and H Forms and doing updation regular basis.
- Issue of C, F and H Forms to vendor as per requirement.
- Calculation of Professional Tax and uploading returns for the same.
- Passing the Adjustment Entries in SAP related to VAT/CST/Service Tax/Excise Duty Payments.
- Collection of Input Vat Tax Collection Letters from Local Vendors.
- Preparation of SAD Refund application with consultant.
- Calculation of Service Tax on Reverse Charge Mechanism and payment for the same.

- Preparing details in connection with Income Tax Assessment.
- Reporting to Senior Management.
- Coordination with consultant across west region regarding queries and Sales Tax matters.
- Managing all day to day accounting activities.

**Company Name** : **M/s. Stanzy Oven Equipment**  
**Company Profile** : **Manufacturer & Exporter of Food Processing Machineries (Biscuit Baking Oven)**  
 Position Held : Senior Accountant  
 Period : April 2009 to September 2010

**Job Responsibilities** :

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- Booking of Sales and Purchase Invoices in Tally System.
- Booking of All Expenses in Tally System.
- Online Payment by RTGS and NEFT.
- Handling Petty Cash.
- Parties payment by cheque.
- Monthly Reconciliation of Party Outstanding.
- Ledger Scrutiny of the Vendor and Customer Accounts (Monthly Basis).
- Calculation of VAT, CST Monthly/Quarterly Basis.
- VAT, CST Monthly/Quarterly Filling Returns with payments.
- Preparing details in connection with Sales Tax Assessment
- Attending VAT, CST Assessment Audit at Sales Tax.
- Preparing details in connection with 704 MVAT Audit yearly basis.
- Passing the adjustment entries in Tally related to VAT, CST.
- Issue of C, F and H Forms to supplier.
- Preparing details required in connection with Income Tax Assessment Audit.
- Balance confirmation from Debtors and Creditors.
- Handling all day to day activities.
- Reporting to Senior Management.
- Coordination with consultant regarding queries about Sales Tax.
- Auditing.

**Company Name** : **M/s. A. Ahmed & Co.**  
**Company Profile** : **Authorised Auditor/Chartered Accountant**  
 Position Held : Senior Accountant  
 Period : July, 2006 to July 2008

**Job Responsibilities** :

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- Indirect Taxation – Sales Tax (VAT & CST)
- Booking of Sales and Purchase Invoices in Tally System.
- Booking of All Expenses in Tally System.
- Making VAT & CST by online.
- Calculation of VAT, CST Monthly/Quarterly Basis.
- VAT, CST Monthly/Quarterly Filling Returns with payments.
- Preparing details in connection with Sales Tax Assessment
- Attending VAT, CST Assessment Audit at Sales Tax.

- Preparing details in connection with 704 MVAT Audit yearly basis.
- Passing the adjustment entries in Tally related to VAT, CST.
- Issue of C, F and H Forms to supplier.
- Preparing details required in connection with Income Tax Assessment Audit.
- Balance confirmation from Debtors and Creditors.
- Handling all day to day activities.
- Reporting to Senior Management.
- Coordination with consultant regarding queries about Sales Tax.
- Auditing.
- Direct Taxation
- Preparation ITR Form for Individual and Company as per requirement
- Preparation of Balance sheet/Profit and Loss Account

### Personal Information:

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Father's Name	:	Ganisab Machkuri
Nationality	:	Indian
Date of Birth	:	25 <sup>th</sup> October 1987
Marital Status	:	Married
Languages Known	:	English, Hindi and Marathi
State	:	Maharashtra

### Passport Details:

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Passport No.	:	M7966411
Expiry Date	:	9 <sup>th</sup> April, 2025

### Skill Summary:

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Languages fluency in English, Hindi and Marathi Have good communication skills. Have good leadership qualities with a key to success. Have a relevant experience of working in Accounting/Finance department. Computer literate in Microsoft Word, Excel, Power Point, and Internet, Taxbase, Vat, Tally, SAP & Oracle [Tally Version: 5.4, 6.3, 7.2,9.0 & ERP].

### Hobbies:

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Playing Cricket, Surfing on Internet, Listening Music.

### Declaration:

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I hereby declare that the above information is correct and to the best of my knowledge.

Place: Mumbai  
Date:

**Khadir G. Machkuri**