



NAVEEN KUMAR S

Taxation | Auditing | Accounting

Dedicated Accounting and Auditing Professional with over 9 years of experience in Taxation, Auditing and Accounting. Skilled in Managing Tax Related Matters, Conducting Audits and Engaging in Related Negotiations.

CONTACT

- 📞 | +91 95859-29407
- ✉️ | masolution27@gmail.com
- 📷 | muthuveer_accounting_solutions
- 📍 | Thuraiyur, Trichy, Tamilnadu, India

EDUCATION

● Intermediate Pursuing

The Institute of Chartered Accountants of India

05/2015 - Present Chennai, Tamilnadu

Courses

- Orientation Programme
- Information Technology Training
- General Management and Communication Skill - I

● Bachelor of Commerce

St. Joseph's College

06/2012- 04/2015 Trichy, Tamilnadu

WORK EXPERIENCE

● Tax Practitioner

Muthuveer Accounting Solutions

01/2021 - Present

Thuraiyur, Trichy, Tamilnadu

Key Focus

- GST : Registration, E-Filing (Individual, Partnership Firm, Company).
- Income Tax : Registration, E-Filing (Individual).
- Preparation Book of Accounts for Tax Audit Case.
- Preparation and E-Filing Financial Statement all type of Non-Tax Audit Case.
- Monthly Reporting of Business Financial Issue.
- Maintaining and checking all types of stocks and submitting monthly report thereof.
- Mentoring & people for tax Deductions.
- Tax Payable Related notices and Rectifying the Issues.
- Digital Signature -> E- Mudhra for all case.

● Concurrent Audit (Tax Practitioner)

State Bank of India

01/2022 - Present

Branch for Trichy, Perambalur, Ariyalur, Chengalpet & kancheepuram)

Achievements/Tasks

- Verification of Daily Deposit / Withdrawal Statements held at the Currency Chest Branch.
- Checking that Fire Alarm, Smoke Detection Alarm etc. are Working Properly and it's Expiry Date.
- Are Fire Extinguishers in Use? Checking Whether it is Within it's Expiry Date.
- Are CCTV Camera's Working Properly? And Checking if the backup is done Safely.
- Is there a Record of Proper Functioning of "Time Lock System" by Bank Manager and Cash Officer? Checking that.

SKILLS

Thinking for					
Accounting Concepts					
GST					
Income Tax					
Bank Audit					
Stock Audit					
Outlet Audit					
Tally Prime					
MS Office					
Analyze and Resolving Taxation Issues					

Language

Tamil	
Native or Bilingual Proficiency	
English	
Full Professional Proficiency	

Interest

- Drawing
- Driving
- Reading Books
- Mimicry
- Playing Cricket

- Checking that Firearms are Properly Maintained and duly Signed by the District Collector.
- Checking that the Hotline to Inform the Local Police Station and Fire Station in case of Fire related Incidents in the Bank is Functioning Properly.

Stock Audit (Senior Accountant)

Bharti Airtel Limited

04/2023 - 03/2024

Trichy, Tamilnadu

Achievements/Tasks

- Checking Current Availability of Spare Parts for Airtel Dish TV.
- Ensuring Separate Segregation of Defective Items.
- Checking Monthly Closing Stock Report and Submitting Balance Closing Report to the Company.

Outlet Audit (Senior Accountant)

Absolute Barbeque Pvt Ltd

11/2022 - 12/2022

Trichy, Tamilnadu

Achievements/Tasks

- Achievements/Tasks
- Checking Five non-Chargeable Bills, Regular Discount Bills.
- Checking Physical Damages at the Outlet (E.g: Water Leakages, Furniture Damage, Equipment damage Etc.,).
- Grills and Skewers for veg and non-veg are separate and used as per Colour code (Brown for Non-veg and green for Veg).
- Checking FSSAI License, Halal certificate from the vendors, Legal Metrology (Weights & Measurements) License, Liquor License, Public Performance / Music License (PPL).

Statutory Audit (Article Clerk)

Indian Bank

04/2016 - 04/2020

(Branch for Trichy, Karur, Perambalur)

Achievements/Tasks

- Assisting in Bank Audit as Senior Accountant. And the documents to be checked in Statutory Audit are,
- Verification of Receipts for Daily Expenses.
- Verification of Jewelry Value and Weight.
- Verification of Proper Documents and Repayment Amount for all types of Loans (Personal, Education, Home, Business).
- Verification of Movable/Immovable Assets.
- Checking Safety Equipment Functionality and Expiration Date.
- Checking ATM Operational Activities.