RITHIK KUMAR

SENIOR ACCOUNTANT | TAX & COMPLIANCE SPECIALIST

Delhi, India 110043 • +91 8860314212 • rithiksingh1646@gmail.com • linkedin.com/in/rithik-singh-58b604249

PROFESSIONAL SUMMARY

Detail-oriented Senior Accountant with over 3 years of experience at a CA firm, specializing in financial accounting, GST/TDS compliance, tax and statutory audit, and ledger reconciliations. Expert in MS Excel for MIS reporting, with practical experience integrating AI productivity tools to streamline accounting workflows and enhance operational accuracy across FMCG, transport, consultancy, and trading sectors.

CORE COMPETENCIES & TECHNICAL SKILLS

Financial Accounting:	General Ledger Accounting, Year-End Closing, Financial Statements (P&L, Balance Sheet), Trial Balance Preparation, MIS Reporting & Fixed Asset Tracking.
Taxation & Compliance:	GST Return Filing (GSTR-1, GSTR-3B), TDS Computation & Quarterly Filing, Income Tax Filings, Tax Working Schedules & Statutory Audit Support.
Audit & Reconciliation:	Bank Reconciliation Statements (BRS), Accounts Receivable (AR) & Accounts Payable (AP) Management, Ledger Scrutiny & Internal Controls Verification.
Software & AI Tools:	Advanced MS Excel (XLOOKUP, Pivot Tables, Data Cleaning), MS Office Suite, E-Accounting Software, AI Prompting & Financial Automation Utilities.
Industry Specializations:	FMCG Co-operative Accounting, Goods Transport Agency (GTA/RCM Services), Professional Service Consultancies, Retail & Wholesale Commercial Trading.

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT | CVM & Associates (Chartered Accountant Firm)

September 2023 - Present

Delhi, India

FINANCIAL ACCOUNTING & CLIENT PORTFOLIO MANAGEMENT

- Manage full-cycle accounting and bookkeeping for a diverse portfolio of 50+ corporate and non-corporate clients across trading, consultancy, and transport sectors.
- Direct end-to-end year-end financial closing processes, preparing final Trial Balances, Balance Sheets, and P&L statements in strict compliance with statutory regulations.
- Conduct comprehensive ledger scrutiny and periodic internal account audits to identify discrepancies, post adjustment entries, and maintain high data accuracy.
- Oversee AR and AP aging analyses, streamlining cash flow monitoring and reducing outstanding debtor balances across key client accounts.

GST & DIRECT TAXATION COMPLIANCE

- Spearhead end-to-end GST operations for 50+ clients, managing registrations, monthly computations, ITC reconciliations, and filing GSTR-1 and GSTR-3B returns.
- Maintained a 100% on-time tax submission record, completely eliminating penalty risks and interest charges for all assigned client entities.
- Compute quarterly TDS liabilities, generate payment challans, and execute quarterly TDS return filings adhering to Indian Income Tax regulations.
- Perform rigorous Input Tax Credit (ITC) reconciliations against GSTR-2A/2B portal data to maximize eligible tax credits and eliminate tax leakage.

SPECIALIZED CLIENT ACCOUNTS & ANALYTICS (KEY ACCOUNT: AMUL)

- Developed an automated Excel data framework for monthly transaction ingestion from portal exports for Gujarat Co-operative Milk Marketing Federation Ltd (Amul).
- Formulated specialized tax preparation models and clean financial books tailored specifically for high-volume FMCG co-operative distribution networks.
- Validated Gross Profit (GP) margins against industry benchmarks to ensure precise margin reporting, inventory control, and proper tax provisioning.
- Structured specialized accounting workflows for Goods Transport Agency (GTA) services to ensure accurate Reverse Charge Mechanism (RCM) compliance.

AUDIT COORDINATION & FINANCIAL RECONCILIATION

- Perform monthly Bank Reconciliation Statements (BRS) across complex multi-bank accounts to maintain cash flow accuracy and resolve uncleared items promptly.
- Serve as the primary liaison for statutory auditors, preparing comprehensive audit working papers, tax schedules, and ledger notes.
- Evaluate client internal financial control procedures, recommending system improvements that increased accounting team productivity.

EDUCATION

UNIVERSITY OF DELHI Delhi, India

Bachelor of Commerce (B.Com)

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **Diploma in E-Accounting:** Comprehensive training in computerized accounting systems, Tally, statutory tax filings, and financial statement compilation.
- **AI Tools Workshop:** Hands-on training in leveraging AI productivity tools and automation for financial reporting and data analysis.

KEY PROFESSIONAL HIGHLIGHTS

Process Automation

Designed custom Excel templates that reduced monthly client data processing time for portal transactions by 40%.

Zero-Penalty Compliance Record

Maintained 100% timely filing accuracy across 50+ clients over a multi-year tenure in GST and TDS management.

Cross-Industry Expertise

Custom-tailored specialized accounting frameworks for FMCG distribution, GTA logistics, and professional service consultancies.