



SHUBHAM SINGH

An enterprising professional with nearly **6.5 years** of progressive experience; targeting to express potential and deliver business outcomes through **senior-level positions** in **Taxation and Accounts** with a results-driven organization.

Profile Summary

- Currently employed as Senior Executive for Tax and Accounts at MGI Vision Chartered Accountants in Muscat, Oman.
- **Financial Reporting and Analysis:** Prepared and analyzed financial statements in compliance with local regulations (Indian Accounting Standard and Companies Act, 2013)
- **Accounting / Bookkeeping:** Managed and operated day to day accounting task through to finalization stage.
- **Tax Planning and Compliance:** Ensuring timely and accurate filing of VAT Returns, Income Tax returns, Withholding Tax Returns, GST Returns and other tax-related requirements as per Oman and Indian tax laws and developed comprehensive tax strategies to optimize tax efficiencies and minimize liabilities.
- **Budgeting and Forecasting:** Assisting in the preparation of budgets, forecasts, and variance analysis to support management decision-making.
- **Cash Flow Management:** Managing cash flow and working capital to optimize liquidity and support operational requirements.
- **Liaison with Tax Authorities:** Established and maintained professional relationships with tax authorities in relation to the VAT Assessment, Income tax assessment and objection.
- Possessing a strong foundation in Academic, Analytical, and Communication Skills, coupled with a dedication to excellence and a proactive problem-solving approach.
- Proficient in Microsoft, Tally ERP 9 (Prime), Navigator System, and Tax software's, committed to continuous learning and professional development.
- **Effective communicator** with excellent **relationship-building & interpersonal skills**; strong **analytical & problem-solving** with a **detail-oriented attitude**.

Work Experience

MGI Vision Chartered Accountants, Muscat, Oman

September 2023 – Present as **Senior Executive – Tax and Accounts**

- Preparing, validating, and submitting VAT returns every quarter for various entities, ensuring strict adherence to Oman VAT regulations.
- Analyzing each transaction, including imports, deferred imports, exports, local sales, and purchases, to confirm attachment of supporting documents for claiming input VAT and reverse charge before filing quarterly returns.
- Overview of Bookkeeping services for various clients as Virtual CFO.
- Ensuring all VAT transactions have been accurately recorded in both the VAT ledger and the accounting records.
- Preparing and submitting Income Tax Returns for SPC and LLC entities on the OTA Portal.
- Responsible for data preparation, filing and payment of Withholding Tax Oman and follow up for lower deduction / Nil rate certificate.
- Providing assistance in VAT refund filing and VAT registration processes, contributing to efficient financial operations.
- Establishing effective liaison with Tax Authorities for matters related to VAT Refund, VAT Assessment, Withholding Tax Matters and Income Tax Assessment & Objections.

Contact

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Location Muscat, Oman

Core Competencies

- International Taxation
- Financial Compliance
- Regulatory Standards
- Audit Procedures
- Tax Planning
- Financial Reporting
- Risk Management
- Compliance Management
- Corporate Governance
- Financial Analysis
- Cross-functional Collaboration
- Management Reporting

Education

Pursuing **US CMA**

Institute of Management Accountants (IMA)

Qualified **CA CPT**

Institute of Chartered Accountants of India (ICAI)
2014

B.Com.

Vartak College, Mumbai
2014 – 2017

Courses

Integrated Course on Information Technology and Soft Skills

Institute of Chartered Accountants of India (ICAI)

Orientation Course

Institute of Chartered Accountants of India (ICAI)

Certifications

UAE Corporate Tax Law Masterclass

Royalty & Fees for Technical Services

Withholding Tax (TDS) on Payments to Non-Residents

Technical Skills

Microsoft Office Suite

Tally ERP 9 (Prime)

Navigator System

Taxation Software's: Winman & CA Office

Personal Details

Date of Birth: 5th June 1996

Languages Known: English, Hindi, Marathi

Address: Mumbai – 401 305,
Maharashtra, India

Dr. Batra's Healthcare, Mumbai, India

April 2022 – August 2023 as **Senior Tax Executive**

- Worked on the managing of Dr. Batra's personal books of accounts.
- Preparation of financial statements and reports.
- Monitoring cash flow and budgeting.
- Conducting financial analysis and forecasting.
- Facilitated GST registration, returns filing, and reconciliation of 2A / 2B with books of accounts.
- Prepared and submitted TDS Returns at the group level, including 24Q, 26Q, 26QB, 27EQ, 27Q.
- Drafted responses to IT notices, conducted timely checks of e-proceedings, addressed outstanding demands, and provided appropriate replies.
- Established communication with GST and Income Tax Department for assessment-related matters.
- Collected and organized all pertinent financial records, documents, and data during the audit process in accordance with the Auditor's requirements.

Talati & Co. (Chartered Accountants), Mumbai, India

February 2018 – March 2022 as **Tax and Audit Executive**

- Preparing and Managing books of accounts of various individuals and entities.
- Preparing Debtor's & Creditor's ageing and other financial reports.
- Managing Accounts payable and receivable.
- Planned and executed statutory audits, including vouching for income and expense items, obtaining debtors, creditors, and bank balance confirmation.
- Prepared and analyzed financial statements, including notes and schedules.
- Scrutinized ledgers and verified BRS and bank/cash balance.
- Prepared Form 3CA, 3CB, and 3CD, complying with various sections of the Income Tax Act mentioned in Form 3CD.
- Initiated management representation letter recommendations and drafted audit reports for management and executive reviews.
- Filed Income Tax Returns for various assesses, including Individuals, HUF, LLP, Firms, Companies, and Trusts.
- Drafted replies to IT notices, regularly checked e-proceedings, and outstanding demands, replied accordingly.
- Analyzed DTAA provisions and prepared Form 15CA & 15CB.
- Filed documents and returns with Registrar of Companies on MCA portal.
- Submitted Trust Accounts on the Charity Commissioner website.