

COVER LETTER

I am sending this resume cover letter to apply for the relevant tax position in your esteemed company.

Enclosed with the cover letter is my resume that summarizes my skills and qualifications that i will be going to bring to your company.

This is a very interesting opportunity for me and i feel that my strong work ethic and my approachable and friendly nature would make me an important addition to the company.

My key strengths that meet the requirements of the specified position include:

- Good time management and skills that helps to complete the given tasks promptly and correctly
- Good written and verbal communication skills
- Highly trustworthy, discreet and ethical
- Holding the valid character
- In-depth and working knowledge of relevant laws

and in addition to all this, you can be guaranteed that I will maintain the peak level of work and principled standards as a team member of your Organization.

I enclosed my resume with details regarding my qualifications and background. Thank you for reviewing my cover letter.

Yours Sincerely,
Nikhil Gupta
Mobile No. - 8860100724
Email ID - nikhilgupta75@gmail.com



Professional Objective

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and serve the organization with positive attitude and efficiency. To adopt a methodical approach for work assignments.

Professional Work Experience

Head of Tax Affairs

Enel Green Power India Private Limited (Enel),

Gurgaon, Haryana (Renewable Sector- Solar, Wind)

09/2019 to Current



- Taking care of **indirect taxation and direct taxation compliances** for the Company. The function involves taking care of applicable **transfer pricing compliance & documentation, tax audit compliance, corporate tax return compliance, taxation compliance of foreign jurisdiction companies, TDS compliance, GST annual return, GST compliance etc.** The function also includes obtaining relevant certification which can benefit the company like **LTDC**, timely filing of refund application etc.
- Assisted in **formulating tax strategies for entry of group company in India from Italy**. It also includes **tax study of setting up an entity in Gift City (IFSC, Gujarat) as Global Treasury Centre (GTC)**.
- Assisted in **tax due diligence and formulating tax strategy for exit of group companies from India with applicable tax impact on overall group level**. It includes **summarising applicable tax implications on Italian parent companies in India on exit of business**.
- Assisted the companies with **cash repatriation strategies for parent companies and foreign investors on board with minimum or no tax leakages**. Optimum utilisation of funds **generated from tax leakage perspective**.
- Handling **tax litigation matters** for the group companies under various legislations including GST, VAT, Service Tax, Income Tax etc. Successfully **filed the amnesty scheme (VSVS scheme) closing majority of litigations and saving of cost for the company**.
- Assisted the group company in **obtaining landmark judgement from Delhi, Income Tax Appellate Tribunal (ITAT) on taxation of security premium received from holding company**.
- Assisted the group company in **obtaining favourable Transfer Pricing Order with no adjustment on high risk transactions viz. Intra-group services, provision of business support services and reimbursement transactions**.
- Assisted in successful filing of application for **Advance Pricing Agreement (APA)** and also analyzed **Safe Harbour Rules** for low value services.
- Handled the **TDS Prosecution** case for the Group Companies and their Directors.
- Helped the company with **GST discharge on secondment cost** pursuant to Supreme Court Judgement in NOS case.
- Taking care of **foreign taxation for countries incl. Indonesia, Singapore, Vietnam, South Korea** etc. The function includes assistance in setting up of office as well as exit of business from the countries. Successfully assisted in capital repatriation to Italy head office from Indonesia.
- Analyzed the impact of implementation of **investment structures like INVIT, AIF etc.** on the company.
- Handled **Tax Due Diligence for successful sale and purchase of group companies**. Also, handled the Tax Due Diligence conducted by **new institutional investors (foreign as well domestic) for investment as share holder**.
- Support to company functional departments with **Tax impact on proposed transactions** especially Business Development, Engineering & Commissioning (E & C).
- Assisted on **post-merger tax activities of different entities and supported on various regulatory applications filed with RBI from tax perspective**.

- Looking after the **system improvement** for saving time and cost for the Company. **Structured the GST and TDS functionality in SAP** system for correct reports generation.
- Helped company in receiving the **Certificate of Appreciation from GST Department**.
- Taking care of **Statutory Audit, Cost Audit, Internal Audit and ICFR Audit** for the group Companies.
- Has also handled **monthly closing and preparation of Financial Statement** on quarterly and Annually for different stake holders for a year under additional responsibility.
- **Preparation of SOP** for ensuring smooth functioning of work.

Assistant Manager, Finance
Oravel Stays Private Limited (OYO),
Gurgaon, Haryana

04/2019 to 09/2019



- Looking after **Indirect Taxation and Direct Taxation** for the Company.
- Handling **Tax Litigation matters** for the group companies under various legislations including GST, VAT, Service Tax, Income Tax, Luxury Tax etc.
- **Handling queries** received from internal teams.
- Looking after the **system improvement** for saving time and cost for the Company. Responsible for conducting the User Acceptance Testing (UAT) of SAP for new processes implemented and new companies incorporated. Possess working knowledge of **SAP ERP**. The function also involves preparation of required SOP for helping team to conduct the processes with ease. Conducted the **HANA Testing** of the SAP for group companies.
- Responsible for supporting the **Statutory Auditors and Tax Auditors**.
- Supporting the demerger team by providing the required documents for timely completion of the **demerger and merger process** for the Company. The function also involves the filing of relevant applications with regards to change in PAN, GST registrations, other Income Tax Documents etc. The Function also involves preparing the relevant communications for outside vendors to communicate the change in name of the Company, request for issuance of invoices in the name of merged company and other incidental matter.

Sr. Consultant, IDT Division
Ernst & Young LLP, Gurgaon, Haryana

08/2016 to 04/2019



- Mapped '**As-Is**' **process flow** to understand the ongoing transactions of the clients and prepared '**To-be**' **document** to make key personnel understand the areas effected by change in indirect tax structure and support IT Teams to make necessary changes in ERP software.
- Providing **consultancy relating to GST law** as part of on call advisory.
- Preparation of monthly tax computations & **filing of GST returns**.
- Preparation of monthly tax computations & filing of tax returns under various tax laws apart from GST like Service Tax, VAT.
- Assistance in grant of **Authorized Economic Operator (AEO) certification** for easy clearance of imported goods from the Customs house/ port of customs.
- Assistance in relation to **Special Valuation Branch (SVB)** proceedings initiated by Customs authorities on import of goods from related parties.
- **Representation before tax authorities** on PAN India basis for different indirect taxes law matters (VAT and Service Tax) including drafting and filing of submissions.
- Preparation of refund claim application & filing of refund claims before Service tax authorities.
- Setting up of SEZ (special economic zone) unit and filing of declaration for availing ab initio exemption for authorized operation of SEZ.
- Issuance of statutory forms on case to case basis.

- Preparation of Monthly Sales Tax Computation & filing of Sales Tax Returns for 11 States.
- Filing of **Special Additional Duty (SAD)** Refund with Custom Authorities & ensuring timely recovery of the same.
- **Preparation of MIS** containing analysis of Sales, Purchases, Taxes paid, Litigation Status, Precautions need to be adopted, Tracker of Statutory Forms, etc.
- Preparation of details & documents required for **successful completion of Assessment/ Appeal cases.**
- Personally attending the hearing before the Assessing Authorities whenever required.
- Providing Consultancy to various clients relating to VAT Matters.

Educational Qualification

- Qualified Chartered Accountant (ACA)-ICAI, (May, 2015).
- Law Graduate
- B.COM-Delhi University, (November, 2011).
- Certified Tax Return Preparer (TRP) in Income Tax Department.
- Certified Election Commission Return Preparer (ECRP) in Election Commission.
- Class XII-CBSE Board, Delhi, (May, 2008).
- Class X-CBSE Board, Delhi, (May, 2006).

Career Highlights

- Worked on top clients of EY and S S Kothari Mehta and Co. from across industry like consumer electronics, electricity, readymade garments, sports goods, liquor, medicines, music instruments etc.
- Received Appreciation Certificates (twice) from Commissioner of Income Tax for good work.
- Among Merit Holder (in top 25 at PAN India Level) in TRPS Assessment Exam. Received the TRP Certificate from Delhi Finance Minister Mr. S. S. Palanimanickam.
- Among 800 Candidates at PAN India level who got selected for ICICI Bank PO Program (Assistant Manager Grade).

Personal Information

- Date of Birth : 21st December, 1990
- Father's Name: Late Satish Gupta
- Nationality : Indian
- Residence : Delhi NCR

Place: New Delhi

Date:

(CA Nikhil Gupta)