

TARUN VYAS

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SUMMARY

- I am an accountant who pays close attention to details, experienced in GST compliance, analysis and advisory services. Capable of navigating complex tax regulations, ensuring timely filings, and providing strategic tax planning. Committed to delivering clear, accurate, and practical solutions for clients.
- Previous roles include Customer Care Executive at TelePerformance Limited, Consultant at Livia India Limited, and Transaction Processing Officer at Mphasis Limited. Adept at addressing customer complaints, overseeing IT equipment maintenance, processing transactions, and delivering training sessions.
- Career goal: to leverage comprehensive accounting skills to enhance organisational efficiency and compliance.

EXPERIENCE

Accounts Executive
Suvidhi Reality & Infrastructure Pvt. Ltd. Indore

June'25- Present

- Record daily financial transaction related to property sales, rentals and construction.
- Maintain ledgers, journals, for real estate projects.
- Process vendor invoices and track payments to contractors and suppliers.
- Monitor receivables from tenants, buyers and follow up on outstanding dues.
- Match bank statement with internal records to ensure accuracy.
- Identify and resolve discrepancies in transaction.
- Liaise with internal departments like sales, legal and purchase for financial inputs.

GST PRACTITIONER
Freelance GST & Accounts Practitioner

May'23 – June25

- Compiled and filed precise monthly GST returns, ensuring financial accuracy.
- Ensured correct and timely payment of tax obligations for businesses.
- Ensured proper record-keeping of financial transactions and invoices to meet GST requirements.
- Provided guidance on GST law changes while enhancing tax credits and formulating strategic tax plans.

- Prepare and analyse financial statements.
- Harmonized reconciliation of bank statements alongside managing payables and receivables.
- Analyse financial data to identify trends, discrepancies, and potential issues.

Customer Care Executive
Teleperformance Limited, Indore, M.P

Apr'16 – Nov'16

- Addressed customer complaints with empathy and efficiency.
- Responded swiftly to customer inquiries through email.
- Educated staff about product knowledge and service excellence standards.

Consultant,
Livia India Limited, Bhopal, M.P.

Nov'14 – Aug'15

- Oversaw maintenance of all IT equipment.
- Ensured efficiency during shifts.
- Create and distribute daily MIS reports for the IT and Operations Manager.
- Delivered training sessions for DEO and CP staff on new application updates.

Transaction Processing Officer
Mphasis Limited, Bengaluru, K.A.

Sep'12 – Sep'14

- Processed multiple transaction types aligned with customer requirements.
- Coordinated everyday duties and delivered periodic summaries to the Supervisor.
- Facilitated training for the team on an as-needed basis
- Oversaw routine quality assurance processes.
- Coordinated efforts with team to drive successful outcomes.

Highlight:

- Received an award, ***The Spirit of Winning*** for January 2013
- Achieved ***The Spirit of Winning Apex Award*** at Mphasis in 2013

EDUCATION

- MBA in (Finance & Marketing) from Mahakal Institute Of Management, Vikram University, Ujjain 2011
- BCA from Ambika Computers, Makhanlal Chaturvedi National University Of Journalism Shivpuri, 2009
- 12th from Vinny Memorial Higher Secondary School, Madhya Pradesh Board, Shivpuri 2004
- 10th from Vinny Memorial Higher Secondary School, Madhya Pradesh Board, Shivpuri, 2002

SKILLS

- **Technical Tools:** Tally, MS Excel, ERP Systems (FAR Vision ERP)
- **Knowledge Areas:** GST, TDS, Tax audits, Accounts Payable, Accounts Receivable
- **Soft Skills:** Time Management, Communication, Team Work, Accuracy

PERSONAL DETAILS

Date of Birth: 16th July 1986
Languages Known: (English, Hindi)