

SWEETY GUPTA, B.COM, CA(INTER)

Eco World 2, Metro Station ,Pillar No:1, A325, Dr.

Rajender Prasad Nagar, Jaipur, Rajasthan 302019,

+91 9748830928 agarwal2789@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Completed B.Com (Hons) from Dinabandhu Andrews College in 2011.
- Completed CA (Inter) from The Institute of Chartered Accountants of India (ICAI) in May 2014.
- Have Worked in SQL Server database.
- Work well with MS-Office, Tally ERP9, Quickbooks.

ACADEMIC ACHIEVEMENTS

- Completed 35Hrs. of Orientation Program conducted by 'The Institute of Chartered Accountants of India.
- Completed 100Hrs. of Information Technology Training (ITT) conducted by 'The Institute of Chartered Accountants of India.

RELEVANT SKILLS AND ABILITIES

Accountant

Oct 2021- Oct 2024

Bachelor of Commerce (Honours) , CA (Inter)

Worked as an Accountant in G.V. GOPAL & CO. CPA Canada (Vancouver).

- Handling Bookkeeping, payroll, data entry, entering & payment of invoices, Bank reconciliation in QuickBooks Desktop & Online.
- Filing all returns (GST, PST, PD7A, Corporate Tax, etc.) through CRA website.
- Handling Accounts Receivable & Accounts Payable.
Entering all returns information in Client Track .

K.N. Jain & Co.

(Chartered Accountants)

April 2015- Jan- 2016

Team Lead

- Worked as a team lead in preparing Ultimate Beneficial Ownership & ROC Search Report conducted on behalf of Standard Chartered Bank.

VKA & Co. (Chartered Accountants)

Dec 2013-Dec 2014

Assistant Accountant

- Worked across departments like: Secretarial, Accounts and Taxation as per Indian Taxation laws.
- Filing of Various Forms like: 23AC, 23ACA, 20B, DIR-12, DIR-11, 66, ADT-1, MGT- 14, INC-22 with Registrar of Companies.
- Handled cash book, bank book on regular basis.
- Assisted in preparation of Finalizations of Accounts for the entire Financial Year.
- Preparation of BRS.
- Assisted in filing of Income Tax Return of the Company.

Core Competencies

- Goal Oriented & Flexible
- Punctuality and Sincerity
- Analytical Skills
- Good team player
- Problem Solving
- Ability to work under pressure and adaptability.