

# AYUSH GUPTA

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## **OBJECTIVE**

Seeking a position in the field of Account & Finance, Where I can utilize my skills to further work towards personal and professional development and contribution towards the prosperity of organization.

## **EXPERIENCE**

### ➤ **Work Experience under “CA” (September 2021- At Present)**

- Experience in filling **Income Tax Returns & TDS Return**.
- Experience in filling **GST returns** (GSTR-1, GSTR-2, GSTR-3B & GSTR 9/9A).
- Experience to prepare **Balance sheet, Trading A/C and P&L** from Trial balance and Tally.

### ➤ **Accountant at Jain & Mathur associate (July 2020 – April 2021)**

- Experience in **filing GST returns** like GSTR-1 & GSTR-3B monthly or quarterly returns and composition returns, GST tax online payment.
- Working experience on **Tally ERP 9 software** like (**Journal Entry, Sales, Purchase, Receipt, Payment, Credit Note, Debit Note Entries and Bank Reconciliation**).

## **SKILLS**

- Tally ERP 9
- Computax
- MS Excel
- MS Word

## **CERTIFICATE**

- Completed Tally ERP 9 Certified course.
- Completed Udemy's certified practical course in Good and Service Tax.

## **EDUCATION**

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|--|---------|
| • Bachelor of commerce, university of Kota | 2019-22 |
| • Diploma in electrical, BTER              | 2017    |
| • Higher secondary examination, CBSE       | 2015    |
| • Secondary examination, CBSE              | 2012    |

## **PERSONAL INFORMATION**

Father name : Radhey Shyam Gupta  
Mother name : Mamta Gupta  
Date of Birth : 06-09-1996  
Language : Hindi, English  
Address : 134, Basant Vihar, Kota (Rajasthan) Pin code - 324009