



# PRERNA GUPTA

## CHARTERED ACCOUNTANT

### WORK EXPERIENCE

#### PNS & Co. Chartered Accountants

Intern

Feb. 2020 – Jul. 2023

- Led end-to-end accounting processes and **finalization of financial statements** in accordance with applicable accounting standards for clients across sectors such as pharmaceuticals, F&B, hospitality, manufacturing, logistics, entertainment, and professional services.
- Managed **full spectrum of GST compliance** including registration, return filing (monthly/quarterly/annual), ITC reconciliation, reversal of ineligible credits, and assistance in handling of departmental notices. Provided advisory on tax optimization and credit eligibility.
- Ensured timely and accurate **compliance with direct tax regulations** including TDS/TCS filings, advance tax computation, and payments. Advised clients on strategic tax planning and minimization within regulatory frameworks.
- Prepared and filed **income tax returns** for corporates, partnership firms, proprietorships, and individuals, including high-net-worth clients, ensuring tax efficiency and compliance with statutory deadlines.
- Executed **tax audits** under Section 44AB, including preparation of Form 3CD and all relevant clauses and annexures. Ensured robust documentation and audit trail in line with statutory requirements.
- Filed various **statutory forms** such as Form 15CA/15CB for foreign remittances, Form 10-IC for opting concessional tax regime, and other regulatory filings ensuring full legal compliance.
- Conducted **statutory audits** for clients across multiple industries, performing detailed analytical reviews, ledger scrutiny, and reconciliations, preparation of working papers, analytical reviews, and verification of financial statements. Ensured compliance with Companies Act, 2013 and relevant auditing standards.
- Participated in **internal audit engagements** with a focus on evaluating internal controls, process efficiency, and regulatory compliance. Assessed risk-prone areas, reviewed standard operating procedures (SOPs), and recommended improvements to enhance operational effectiveness, cost control, and governance. Provided detailed audit findings and actionable insights to management for decision-making support.

### EDUCATION

- **Chartered Accountant (May 2025)**  
*The Institute of Chartered Accountants of India*
- **B.Com. – 9.17 CGPA (Mar. 2021)**  
*Narsee Monjee College of Commerce and Economics*
- **CA Intermediate (Nov. 2019) and CPT (Dec. 2018)**  
*The Institute of Chartered Accountants of India*
- **HSC - 90.77% (Mar. 2018) and SSC - 93.4% (Mar. 2016)**  
*Maharashtra State Board*

### OBJECTIVE

A dedicated and results-driven Chartered Accountant with practical experience in accounting, taxation, and auditing, gained through comprehensive articleship. Demonstrates initiative, accountability and the ability to work effectively within team environments. Committed to continuous learning and professional development, with a keen interest in taking on challenging roles that contribute to organizational success while enhancing technical proficiency.

### CONTACT

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Mumbai

Prerna Gupta

### SKILLS

#### Soft Skills

- Public speaking
- Problem-solving
- Team collaboration

#### Core Skills

- Financial analysis
- Tax compliance
- Risk assessment

### TECHNICAL PROFICIENCY

- MS Office (Excel, Word, PowerPoint)
- Tally ERP 9/ Tally Prime
- WinMan CA ERP
- Genius ERP