

CURRICULUM VITAE

Name : RASHMI KUMARI GUPTA
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CAREER OBJECTIVE

To seek a challenging and interesting career in an establishment, where I can apply my existing knowledge and creativity, acquire new skills and contribute it effectively to the organisation and also achieve professional satisfaction and personal development.

Year of Passing	Course	Institute	Marks (%)
Nov 2015	CA- FINAL	The Institute of Chartered Accountants of India	51.00
May 2013	CA-IPCC	The Institute of Chartered Accountants of India	59.43
June 2010	CA-CPT	The Institute of Chartered Accountants of India	58.00

ACADEMIC QUALIFICATIONS

Year of Passing	Course	School / College	Board / University	Marks (%)
2012	B.Com (Hons)	Jaipuria College	Calcutta University	63.75
2009	10 + 2	St. Xavier' s Institution	ISC	90.25
2007	10th	St. Xavier' s Institution	ICSE	81.40

WORK EXPERIENCE

1) CURRENT EMPLOYMENT - TAX AND AUDIT ASSISTANT:

Company Name: K. Runqta & Co.

Place: Kolkata

Period: June 2015 - Till Date

Work Areas:

Sreeleathers Limited

(Trading Concern) : Quarterly and Yearly Audit.
Various Roc & Sebi compliances.
Preparing Scrutiny documents.

KLR Agro Private Limited

(Manufacturing Concern) : Accounting
Assisted in preparation documents for Subsidy application.
Assisted in preparation of CMA Data.
Preparing Scrutiny documents.

Finalisation of Financial statements of companies alongwith required notes and schedules.

Computing tax liabilities, filling and uploading of Income Tax returns of corporates and individuals.

Filling of ROC forms for various purposes for corporate and non-corporates..

Conversion of various private companies into LLPs.

Preparation of Accounts of Tax Returns and ROC Forms for LLPs

Knowledge of TDS applicability along with preparation of TDS reconciliation and related compliances.

Preparation of Consolidated Financial Statements of multiple companies.

Handling of Accounting, Auditing and Taxation matters of various companies.

2) PREVIOUS EMPLOYMENT - ARTICLESHIP:	
<u>Company Name: B. K. Mishra & Co.</u>	Place: Kolkata
<u>Period: April 2012 - April 2015</u>	
Key Responsibility Areas: Performing audit in compliance with Company Law and Standards on Auditing. Basic Auditing work like Vouching of Cash and bank, Purchase and Sales ledgers. Preparation of Financial Statements. Ensuring all statutory and regulatory compliances under Companies Act and other relevant statutes. Drafting Audit Report as per the reporting requirements. Performing Tax audit U/S 44AB of Income Tax Act, 1961. Preparation of 3CA / 3CB and 3CD form as per Income Tax Act, 1961. Filling of Income Tax returns of corporate and individuals. Filling of ROC forms. Filling of Service Tax Returns.	

IT SKILLS
MS Word, MS Excel, MS PowerPoint Tally, ACE, Expert, I-PRO (Working Knowledge)

OTHER INTERESTS
<ul style="list-style-type: none"> • Listening to songs • Reading novels • Art & Craft

PERSONAL DETAILS	
Date of Birth	17 th February, 1991
Correspondence Address	B/04-201, Peerless Nagar, Sodepur, Panihati, Kolkata-700114, West Bengal.
Permanent Address	Same As Above
Gender	Female
Status	Single

I do hereby certify that all the information furnished above is true to the best of my knowledge and belief.

PLACE: KOLKATA

DATE: 28.02.2017

(Rashmi Gupta)