GUNJAN JAIN

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# CAREER OBJECTIVE:

To obtain a challenging position in a professional organisation, where I can enhance my knowledge, skills and experience in conjunction with firm’s goals and objectives.

# WORK EXPERIENCE:

* Worked as an Article Clerk with M/s K.K. Gupta & Co. (Chartered Accountants), Jhandewalan Ext., Delhi (From 26th December 2003 to 25th December 2006)
* Worked with reputed CA Firm M/s Jindal & Co. from July 2008 to January 2009.
* Worked with CA Firm M/S Agrawal Atul& Associates, Noida till September 2009
* Worked as Senior Accountant- Accounts Receivable with Accenture Pvt. Ltd. from September 2009 to May 2010

# TAXATION WORK

* Electronic Filing of Returns.
* Preparation of Balance Sheets of reputed companies.
* Preparation of Income Tax Returns of High-Net-Worth individuals.
* Preparation of returns of trusts.

# EDUCATIONAL QUALIFICATION:

* Cleared First group of C.A. Final in June 2009
* Cleared C.A. PE-II in January 2006
* Completed B.Com. (H) from J.D.M. College, Delhi University in 2004
* Passed Senior Secondary Commerce from Bal Bharti Public School, Pusa Road, New Delhi in 2001

# PERSONAL DETAILS:

Date of Birth: 6th July 1983

Gender : Female

Marital Status: Married

**(GUNJAN JAIN)**