

ANMOL GUPTA
CHARTERED ACCOUNTANT
Mob. No. +91- 8285045829 and Email Id: anmolgupta432@gmail.com

“To Work hard and prove to be an efficient member in the organization and apply innovative Ideas & knowledge and skills for its growth”.

Academic Qualification

<u>Professional Qualifications</u>	<u>Institute</u>	<u>Year of Passing</u>
CA(ICAI)	Institute of Chartered Accountant Of India	CA Final January 2018
CA(ICAI)	Institute of Chartered Accountant Of India	CA Inter August 2014
<u>Academic Qualifications</u>		
B.Com (P)	Delhi University(SOL)	2014
12 th	CBSE Board	2011
10 th	CBSE Board	2009

Computer Skills

- Completed Information technology Training (ITT) and Advanced ITT from Institute of Chartered Accountant of India.
- Completed oriented course from institute of Chartered Accountant Of India.
- Tally EPR 9.0.
- MS-Office (Word, Excel and PowerPoint).

Job Experience

- **V K Dhingra & Co.**

Chartered Accountant Firm, Delhi

Reputed and experienced Chartered Accountant Firm which assist clients on various financial matters and conduct all type of statutory audits, internal Audit Stock Audit for various corporate and Non- corporate clients

- I. **Preparation of data for filing of TDS Return and GST returns.**
- II. **Handling books of accounts of the companies**
- III. **In Internal audit, we used to prepare all the reports such as : Trade Receivable Ageing, Trade Payable Ageing, Staff Ageing, Inventory Report, Working of Revenue Etc.**
- IV. **Handling Statutory Audits and Internal Audits**
- V. **Checking of all the compliances of applicable provision of GST Law and Direct tax law.**

- **Finexpert Consultants LLP**

Chartered Accountant Firm, Delhi

May'18 to Jan '19

Reputed and experienced Chartered Accountant Firm which assist clients on various financial matters and conduct all type of statutory audits, internal Audit Stock Audit for various corporate and Non- corporate clients

During these 9 months of my work experience key responsibilities were as follow:

- I. **E-filing of GST Return and TDS return.**
- II. **Statutory Audit and internal audit**
- III. **Bank Audit**
- IV. **E-filing of Income tax returns Individuals & Firm.**
- V. **Various type of registration (GST, MSME, EPCH).**

- **KC Khanna & Co.**

Sept 2013- Sept 2016

Reputed and experienced Chartered Accountant Firm which assist clients on various financial matters and conduct all type of statutory audits, internal Audit Stock Audit for various corporate and Non- corporate clients

During these 3 years of Articleship my key responsibilities were as follow:

- I. **Handling Stutory Audits and Inernal Audits of Private companies and PSUs.**
- II. **Handling Transfer Pricing of Listed company**
- III. **Bank Audit**
- IV. **Filing of income tax return of individuals and firms.**

Personal Information

Father's Name : Mr. Pradeep Kumar Gupta
Mother's Name : Mrs. Radha Gupta
DOB : 16-08-1993
Hobbies : Doing new things
Language Known : Hindi & English
Permanent Add : Sambhal Uttar Pradesh.
Married Status : Single
Gender : Male
Nationality : Indian
