

# NITESH KUMAR GUPTA

CA. Final (2<sup>nd</sup> group cleared), B.Com

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## **Address for Correspondence:**

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## **Permanent Address:**

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## **Personal Data**

DOB : 10<sup>th</sup> DEC.94  
Gender : Male  
Nationality : Indian  
Marital  
Status : Married

Language : English & Hindi

## **OBJECTIVE**

To contribute towards the achievement of practice and organisation objectives, add new standards of performance and adopt a methodical approach for work assigned.

## **PROFESSIONAL EXPERIENCE**

**Employer** : Awadhesh Anurag Jai & Associates, Delhi  
**Designation** : Article Assistant  
**Duration** : 28<sup>th</sup> April 2015 to 27<sup>th</sup> April 2018.

**Experience:** **From July 2018 to Sep 2020 (Accounts & Audit Executive in the Same Firm)**

**Business Area:** The above mentioned is a Chartered Firm in Partnership and its operation is in Delhi.

**Job Description:** Primary assignments included Direct Taxation, Indirect Taxation, TDS & ROC Compliances, Auditing and Accounting work.

## **EXPERIENCE SUMMARY**

AREAS OF EXPOSURE	ORGANIZATION	INDUSTRY
Tax Audits	<ul style="list-style-type: none"><li>Inventa Cleantec Pvt. Ltd.</li><li>Superb Footec Pvt. Ltd.</li><li>Smartivity Labs Pvt. Ltd.</li><li>Go Processing Ltd.</li><li>RNF Technologies Pvt. Ltd</li></ul>	<ul style="list-style-type: none"><li>Cleaning Company</li><li>Footware Company</li><li>Gaming Company</li><li>Payment Gateway</li><li>Digital Marketing</li></ul>
Internal Audit	<ul style="list-style-type: none"><li>Pioneer Publicity Corporations Pvt. Ltd.</li><li>Avenir Brand Connect Pvt Ltd.</li></ul>	<ul style="list-style-type: none"><li>Advertisement Company</li><li>Advertisement Company</li></ul>
<ul style="list-style-type: none"><li>Assessment of Tax Liability</li><li>E- Filing</li><li>Accounting</li></ul>	Various Individuals/ Proprietorship Firms, Partnership Firms etc.	Individual Audits
<b><u>OTHERS:</u></b>  ROC- Compliances  TDS Returns GST Returns	  Various Corporates  Individuals, Partnership firms and corporate	  Companies  Various Others

## WORK PROFILE

### (A) Statutory & Tax Audits:

- Finalization of accounts of companies in accordance with the provisions of Companies Act, relevant Accounting Standards & Revised Schedule VI
- Preparation of Statutory and Tax Audit report in conformity with provisions The Companies Act, 2013 & Income tax Act, 1961.

### (B) Company Law Matters:

- Incorporation & Annual Filing of Companies
- Appointment and Resignation of Directors, Managers etc.
- Preparation of Minutes of Meetings as well as Resolutions of companies

### (C) Other Assignments:

- Preparation of details for submission of scrutiny cases.
- Accounting /Book Keeping of various Entities in Tally & Busy ERP Software
- Preparation and filing of GST Returns ( GSTR 3B, GSTR1 , GSTR 9 etc) of Companies, Partnership firms and Individuals & HUFs.
- Preparation and filing of Income Tax Returns of Companies, Partnership firms and Individuals & HUFs.
- Verification of TDS, Preparation and filing of Quarterly e-TDS Regular & Revised Returns and download & prepare form 16 and form 16A as per New Provision of Income Tax Act.
- Preparation of Memorandum of Understanding, Trust Deeds and Partnership Deeds.

## PROFESSIONAL QUALIFICATION

Particulars	Year of Passing	Board / University	Name of the Institution
<b>C.A.- FINAL (GROUP-2)</b>	JAN 2021	The Institute of Chartered Accountants of India (ICAI)	
<b>C.A.- IPCC</b>	MAY 2017	The Institute of Chartered Accountants of India (ICAI)	
<b>C.A.- CPT</b>	JAN 2013	The Institute of Chartered Accountants of India (ICAI)	
<b>Graduation- B.Com</b>	2016	Delhi University	School of Open Learning
<b>Higher Secondary Education (12<sup>th</sup>)</b>	2012	C.B.S.E.	Sarvodya Bal Vidhalaya, A Block Vikas Puri
<b>Secondary School Education (10<sup>th</sup>)</b>	2010	C.B.S.E.	Sarvodya Bal Vidhalaya, A Block Vikas Puri.

## Technical Qualification

**Application Packages:** Tally ERP9, Busy, Specturm, Web ETDS, MS Excel, MS Word. Has completed 100Hrs. of Computer Training & 15 days GMCS (General Management Communication Skills) prescribed by ICAI. Also completed 15 days of Advance Information Technology Training & 15 Days of Management Communication Skills as prescribed by ICAI

## Hobbies & Interest

- Travelling
- Stock Market

**REFERENCES AVAILABLE UPON REQUEST**