MUSKAN GUPTA

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# Objective

To Work In an environment where I can get growth opportunities, practical exposure and prove worth for an organization. Where I can use my accounting, finance and analytical skill in my job functions as I love to play with numbers.

# Experience

MB Gupta & Co (Noida)

CA Article Assistant| February 2018-April 2021

* Gain practical exposure in doing Statutory Audit & Tax Audit of Manufacturing industry, Hospitals as well as audit of insurance company (regional head)
* Well versed with doing accounting and TDS return filing and related provision of deducting TDS.
* Preparation of financial statements including fixed asset chart.
* Preparing annexure of 3CD.
* Knowledge of derivative (Put option, call option, futures, interest rate swap e.t.c)
* **TECHNICAL SKILLS:-** Proficient with MS-Excel, MS-Word.

Working with various accounting software such as Tally ERP9, BUSY, SAP B1.

Working with Tax Software – Compu-tax

# Education

Ca Final (Group 1) :- November 2020 (200/400)

IPCC :- Group 1 – May 2017 ( 234/400)

Group 2 – November 2017 (158/300)

CPT :- June 2016 (163/200)

B.COM :- DBRAU ( 2017-2019) – 59.66%

12thCBSE board:- March 2016 (459/500)

10th CBSE Board :- March 2014 (10 CGPA)

# SOFT SKILLS

* Fast Learner and Meticulous.
* Ability to work in team.
* Good communication skills.
* Ability to work in pressure and meet deadlines.

**ACKNOWLEDGEMENT**

The above information given above is true and correct to the best of my knowledge.