

DEEKSHA GAMBHIR
Chartered Accountant

Respected Sir/Madam,

I am writing to you to put forward my candidature for the esteemed position in your organization. I have cleared CA Final examination in Nov 2018 and I aspire to join a growth-oriented organization, which gives me ample exposure in Accounts, Auditing, Taxation, Finance or any related field of operation as per requirement.

I understand that your organization draws the best talent and grooms them to become future leaders. With the extensive level of time and efforts spent, the candidates are given the toolset to perform at every level and excel.

I believe this to be in congruence with my goal to work in an organization which provides me with opportunities for growth and expand my horizon. I will be thankful if my candidature can be considered favorable for the prestigious position in your organization and assure that, if given an opportunity I will prove to be an asset to the organization.

With Regards
Your Sincerely,

Deeksha Gambhir
Encl: Copy Of Resume

DEEKSHA GAMBHIR

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CONTACT NO.- +91- 8708142423/9253307285

PROFESSIONAL OBJECTIVE

To put all my skills and strength to learn and perform all duties efficiently and effectively and contribute optimally towards the growth of the organization.

PROFESSIONAL AND ACADEMIC QUALIFICATION

Examination	Year	Institution	Percentage
Professional Credentials			
CA - FINAL	2018	Institute of Chartered Accountants of India	54.38%
Educational Credentials			
B.Com (H) , University of Delhi	2017	School of Open Learning	57.29%
Class 12 th	2013	G.V.M Sr. Sec. School	90.00%
Class 10 th	2011	N.V.R Bal Vikas High School	89.00%

WORK EXPOSURE

Accounts and Taxation Officer at Pragati Papers Industry Limited (Jun 2019- Till Date)

- Preparation of Financial Statement and Consolidation of Group Companies.
- Provide Assistance in Conducting Statutory Audit, Internal Audit, Cost Audit and GST Audit.
- Preparation of Monthly Profit and loss, Cost Sheet and Balance sheet.
- TDS/TCS Reconciliation, Filing of TDS/TCS returns and Rectification of TDS Defaults on Traces and NSDL.
- Preparation and Filing of ITR and Computation of Companies, Individual and HUF.
- Calculation of advance tax and TDS.
- Preparation and finalization of Tax Audit Report.
- Preparation and filing of Statistical Return under Collection of Statistics Act 2017.
- Maintenance and Finalization of Books of companies, individual and HUF.
- Handling Assessment related to Direct and Indirect Tax.
- Preparation GST Periodic returns and Quarterly Reconciliations of Books of Accounts and GST Returns.
- Preparation of Annual Return GSTR-9 and Audit Form GSTR-9C of GST.
- Filing of GST Refund.
- Managing and working in a team of 5 members.

Certification

- Pursuing ICAI Certification Course on IND AS and IFRS.

ARTICLESHIP EXPERIENCE

Have Completed Three Years of Article ship with:-

Sunil Kumar Agarwal & Co./B.K.Nayyar & Associates

(JUL15–JUL18)

Roles & Responsibilities:

Audit:

- Have conducted statutory audit of various companies - verification of ledgers, reconciliation of accounts, vouching, verification, recalculation, debtor, creditor confirmation, Ledger Scrutiny etc.
- Review Risk Audit Areas such as Trade Receivable, Trade Payable, Inventory
- Audit Planning, Identification & Assessment of Risk
- Preparation of Financial Statement and Consolidation of Group Companies.
- Have Conducted Audit of Government Projects.

Taxation:

- TDS/TCS Reconciliation, Filing of TDS/TCS returns and Rectification of TDS Defaults on Traces and NSDL.
- Preparation and Filing of ITR and Computation of Companies, Individual and HUF.
- Preparation of salary sheet (for TDS calculation) & ITR and filing of ITR and rectification of return filed.
- Conducted the Tax Audits and Preparation of Tax Audit Report.
- Calculation, preparation and filing of VAT Returns and TDS Returns.
- Preparation of documents required to be attached for GST registration and filing of GST Returns
- Filing of GST Returns and preparation of TDS reconciliation.

Others:

- Preparation & analysis of financial statements of various companies, partnership firms and Individuals.
- Preparation and filing of Annual Accounts, Annual Returns.
- Finalization Of accounts of companies.
- Periodic Filings including Annual Return Filing
- Secretarial compliance about appointment & reappointment of Directors
- Preparation of Director's Report and Directors' Responsibility Statement

COMPUTER LITERACY

- Working knowledge of MS Office and internet operations.
- Working Knowledge of various accounting and taxation software like Tally, Busy, Compu office, Genius.
- Received a certificate in computers - "Windows, MS Office and Internet".

STRENGTHS

My quality of interacting with different people and willingness to learn new things has instilled in me the ability to work in diverse situations. I consider commitment to work, can-do attitude, emotional stability and high integrity as my strengths.

PERSONAL DETAILS

- FATHER'S NAME : Mr. Surender Gambhir
- DATE OF BIRTH : 11 JUNE1996
- LANGUAGES KNOWN : Hindi and English
- Current Address : Laxmi Nagar, Delhi-110092
- Permanent Address : 6/428 Old Mahavir Colony Sonipat-131001