

## **Devinder Kumar Gupta**

**Address:** C-233/1, New Ashok Nagar,  
Delhi-110096

**Mobile:** +91 9871809662, 8178541650

**E-Mail:** [cadevindergupta@gmail.com](mailto:cadevindergupta@gmail.com)



---

**Professional Certification and Total Experience: CHARTERED ACCOUNTANTS and BCOM(PROGRAMME)**

**I qualified Chartered Accountancy Course on Nov 2016 attempt from The Institute of Chartered Accountants of India.**

B.Com Programme from SOL, Delhi University in 2012.

A Chartered Accountants with **more than 5 years** of Experience including **Four Year's** Post Qualification Experience & **more than one and Half years** Pre Qualification Experience in the CA Firm “ P.K Narula & Co, Chartered Accountants”,

Three years of articleship at a reputed Chartered Accountants firm “ P.K Narula & Co, Chartered Accountants”

### **Executive Summary**

- Dynamic and accomplished chartered accountant with 4+ years of versatile experience, having significant exposure in Finance, Accounts and Audit.
- Rich experience in entire gamut of accounting & finance operations entailing preparation & maintenance of statutory books of accounts and administering the finalization of year-end financial statements and Accounts Payable, Receivable and Finalisation of Books of Accounts.
- Overseeing financial statements including trial balance, Bank Reconciliation reports Profit & Loss account, age-wise accounts payables & receivables statements and balance sheet.
- Experience in Statutory Audit, Tax Audit, Internal Audit, Stock Audit as well Commission Audit.
- Rich experience in handling statutory compliances related to Income Tax Law, TDS and GST.
- Filing of GST Returns i.e. GSTR-1, GSTR-3B, annual return (GSTR-9 & 9C) and TDS Return as well Computation & E- Filing of Income Tax Returns of Various Clients

---

### **DOMAIN SKILLS**

- Having Knowledge in **MS Office Tools** viz. MS Outlook, MS Excel, MS Word & MS PowerPoint.
  - Working knowledge of TALLY ERP, BUSY SOFTWARE, COMPUTAX.
  - Banking Software
-

**Currently Working from April'19 : *Apex Statutory Compliance Advisors Private Limited***

**Profile : As *Accounts & Audit Manager* - Job Responsibilities for *Apex Statutory Compliance Advisors Private Limited (from Sep 2020 to Feb 2021)***

- Have done **Statutory Audit** (Company Audit & Society Audit) & **Tax Audit** (Form 3CB-3CD) and **Finalisation of Books** of Accounts for Various Clients.
- Analysis & review of *GST Returns* i.e. GSTR-1, GSTR-3B, ITC-4 and *reconciliation of GSTR-2A*
- Analysis & review *annual return GST audit (GSTR-9)* and Reconciliation Statement (**GSTR-9C**) of Various clients
- Review of documents for the purpose of Input tax Credit of GST.
- We analyse Variance in the **Stock Audit** of Vanesa Cosmetics Pvt Ltd (Denver etc) and Recommend better process for handle the Inventory properly
- Review Day to day Books of Accounts, Weekly & Monthly MIS, Statutory Compliances i.e. GST, TDS with Books of Accounts of Organisation

**Profile : As *Sr. Executive* for Accounts Payable and Finance & Accounts Team - Job Responsibilities for *Think Gas Distribution Pvt Ltd. & its SPVs (for Our Client) till August 2020***

- We prepare unaudited **Financial Statements** for the Company for analysis purpose and we assist to Auditors for Statutory Audit of Organisation.
  - Calculation of **Advance Tax** and Performing account reconciliations and Producing **MIS - Weekly & Monthly** Basis to Manager
  - Investigating, resolving and Assisting in general financial management and analysis.
  - Review of proper Maintenance and Correctness Books of Accounts of Think Gas Distribution Pvt Ltd & its SPVs.
  - Prepare data for GST calculation, GST return, GST Refund, GST payment and GST compliance.
  - Analyze final Calculation of TDS Amount for TDS Payment and TDS Return and GST Calculation for *GST Returns* i.e. GSTR-1, -3B, ITC-4 and *annual return GST audit (GSTR-9 & 9C)* and *reconciliation of GSTR-2A* GSTR in duly stipulated time.
  - Review of documents for the purpose of Input tax Credit of GST.
  - Review Day to day Books of Accounts, Statutory Compliances i.e. E-way bills, GST, TDS with Books of Accounts
  - Verification of Invoices, transactions with statements & Maintain accurate financial record of all payable with Payable Team
  - Keeping track of all payments and expenditures, Master Supply Agreement, purchase orders, invoices, statements, etc.
  - Reconciling processed work by verifying entries and comparing system reports to balances and Maintaining historical records
-

---

**April'18 to Mar'19: A.Kay Mehra & Co.,      Designation : Senior Audit Assistant**

**Worked on Tax audit & Statutory Audits of Various Clients :**

**Key Deliverables/Profile highlights:**

- Review of proper Maintenance and Correctness of books of Accounts
- Reporting on Observations/discrepancies after a methodical examination of books of Accounts
- Filling of Form 3CA or Form 3CB with Form 3CD which form part of Audit Reports
- Physical Verification of Stock & Fixed Assets and its reconciliation.
- Details as per u/s 269SS and 269T
- Proper details of Income on Other Sources

**Worked on GST Implementation**

**Client : Primarajsa Global Pvt Ltd.**

**Role : Impact analysis**

- Identification of activities undertaken by Company.
- Preparing purchase and sales process narrative.
- Identification of existing tax structure as well new tax structure after GST Implementation and Compliances.
- Ensure timely submission of all returns i.e. monthly, quarterly, yearly i.e. GSTR1, GSTR3B, Annual Returns, etc. of GST within prescribed time
- Proper maintenance of documents for the purpose of ITC of GST.

**Client : ICICI BANK NOIDA**

**Role: Concurrent**

**Auditor**

- Documents for KYC for All types of Bank Accounts
- Consumer Loans viz. Auto Loan, Commercial Vehicles Loan, Cattle Loans and Farm Equipment's Loans.

**Client : NOIDA CYBER PARK PVT. LTD.**

**Role: Internal Audit**

**Key Deliverables/Profile highlights:**

- Physical Verification of Stock & Fixed Assets and its reconciliation.
- Purchase, Sales vouching and Bank reconciliation
- Audit of Excise records
- Checked In and Out gate pass records

**Client : SONY INDIA PVT LTD, NEW DELHI**

**Role: Stock Audit**

- Responsibility of checking the stock, placed at various locations.
- Reconciliation of number of items in stock with system data.

---

**Feb'17 to Mar'18: M/s Creativity Unlimited (Proprietor)**  
**Manager**

**Designation– Accounts**

- **Suggestion to Management** for *GST Registration* and other Compliances for Proprietary Concern
- Filling of *GST Returns* i.e. GSTR-1, GSTR 3B
- Preparation of TDS Reconciliation and Filling of TDS Returns.
- Journalise Day to day Books of Accounts.

- Review and Preparation of Books of Accounts and time to time reporting of Sales, purchase vouching, expenses to Management and Preparing various reports for management such as debtors, creditor's analysis, Inventory Reporting.

### **Pre Qualification Experience**

**Jun'15 – Jan'17: P.K. Narula & Co, Chartered Accountants      Designation: Paid Assistant**

**Product : Many Assignments of various Companies of Logix Group      Key Deliverables/Profile highlights:**

- Preparation of Balance sheet and P&L Account as per revised format of schedule III.
- Preparation of Tax Audit Report as per 3CD format of Income Tax act, 1961.
- Vouching, Physical Verification of Stores & Fixed Assets and Ledger Scrutiny.
- Verified operating expenses and its process and variance analysis of operating expenses, scrutiny of expenses, cash and bank review, fixed assets review and verification.
- Projection for Advance Tax Calculation.
- Verification of Purchases & Sales and Checking of other statutory Compliances.

**Worked on Tax audit of Various Assesseees      Key Deliverables/Profile highlights:**

- Review of proper Maintenance and Correctness of books of Accounts
- Reporting on Observations/discrepancies after a methodical examination of books of Accounts
- Filling of Form 3CA or Form 3CB with Form 3CD which form part of Audit Reports
- Physical Verification of Stock & Fixed Assets and its reconciliation.
- Details as per u/s 269SS and 269T

**Product : Commission Audits of various Residential Housing Projects of Logix Group**

- Commission Audit of Buyer's files with Agreement and Brochure of Project.
- Verification of Buyers payments, interest & penalties with Agreement and Brochure of Project

### **SCHOLASTICS**

Secondary and Senior Secondary Education completed on respective year 2006 & 2008 from Haryana Board.

### **PERSONAL DOSSIER**

Father's Name	Mr. Naresh Kumar Gupta
Date of Birth:	10 <sup>th</sup> Oct, 1990
Languages:	Hindi & English