

Cover Letter

CV Headline : Chartered Accountant seeking for a good job opportunity

Key Skills : Finance, Accounting, Taxation, Auditing

Total Experience : 3 years of Articleship experience plus 10 month postqualification experience

Current Employer : GATP Solutions

Current Designation : Accounts Executive

Current Location : Allahabad

Preferred Location : Gurgaon, Delhi / NCR, Noida & Allahabad

Education : B.com, M.com, Chartered Accountant

CA Neha Gupta



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CAREER OBJECTIVE

To pursue my career with a reputed organization that will enhance my working skills and knowledge at the same time I could become part of its growth and success.

WORK HISTORY

Senior Accounts Executive: GATP Solution

Ghaziabad, Uttar Pradesh (India)

From: Dec 2020 to Presently employed

Exposed to:

- Maintaining Accounting Records for US and UK Clients
- Reviewing Financials Statement, books and Reconciliation of banks
- Financial Accounting, consolidation, and evaluation of financial data.

Article Assistant: Gopal Gupta & Co.

Allahabad, Uttar Pradesh (India)

From: Nov, 2013 to Nov, 2016

Exposed to:

- Concurrent Audit of Bank of Baroda, Oriental Bank of Commerce
- Statutory Audit of Bank of Baroda, Life Insurance Corporation.
- Statutory Audit of Uttar Pradesh Power Corporation Ltd.
- IS Audit of Oriental Bank of Commerce
- Audit u/s 44AB (Tax Audit) of Income Tax Act, 1961.
- Taxation matters such as preparation of returns and tax calculations.
- Preparation of Indirect Tax Returns.

- Preparation of financial statements and analysis of financial ratios.
- Calculation and deposit of TDS.
- Preparation of provisional / projected financial statements.
- GST Registration of Small Businesses.

PROFESSIONAL QUALIFICATIONS

- Qualified CA Final
- Qualified CA IPCC
- Qualified CA CPT .

ACADEMIC QUALIFICATIONS

- M.COM
- B.COM
- HSC
- SSC

ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES

- Got 3 Exemptions in CA Final.
- Got 81% marks in SFM, 62% marks in Auditing & 61% marks in Advance Management Accounts.
- Participated in judo (Girl Competition Game) State Level, Allahabad
- Participated in NSS (National Service Scheme) in 2010.
- Active participation in College functions and in other events at school and fest organized by Allahabad branch of CIRC.

COMPUTER PROFICIENCY

- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of ICAI
- Comfortable in working with Various Windows based packages like MS Office and Accounting Packages like Tally ERP9, SAP and also worked on COMPUTAX software etc.

PERSONAL ASSETS

- High energy level
- Team Player
- Never give up attitude
- Self Motivated

PERSONAL DETAILS

Father's Name : Mr Vinay Kumar

Date of birth : 30-06-1993

Marital Status : Single

Languages : Hindi and English

Hometown: Allahabad