

DHANJJAY GUPTA (DOB :January 1st, 1990)

1/11203 GALI NO 12 SUBHASH PARK NAVEEN SHAHDARA, DELHI -110032

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OBJECTIVE

To achieve a position in commercial sector that will positively employ my hard work, ameliorate my skills and where I can use my all potential and dexterity towards the achievement of organizational and personal objectives.

PROFESSIONAL EXPERIENCE

Completed 3½ years of Articleship training and job bases from **M/s D.N. & ASSOCIATES (February 2009 – August 2013)**. Worked as a Team Leader in **Audit and Assurance Division & Tax Department**. Efficiently co-conducted **Statutory Audit, Taxation Audit, ROC and Taxation Assignments**. Expertise in **Taxation Department (direct & Indirect)**. Worked as Team Leader in Various Assignments some major Assignments are as Follows: -

WORKING EXPERIANCE

Client Name	Industry	Nature of Work
M/S SATYA IMPEX (I) PVT LTD	Manufacturing of barcode labels and Ribbons & Trading of Barcode printer and Scanner & Imports of ferrite magnet	Sr.Manager (Accounts & Finance Department) (currently working) (2016 To Till date)
M/S SUN MICRO SYSTEM (PROP.)	Trading of Computer and Peripherals	As a Accountant (2014-2016)
Micro Max Technologies (P) Ltd. (Group Company of Micro Max Informatics Ltd.)	Trading of Computer and Peripherals	Statutory Audit, Tax audit, Preparation and Filing of Income Tax, DVAT, Service Tax & Roc return.
Joy Travels (P) Ltd.	Tour & Travels, Money Changer	Reconciliation of Foreign exchange return sent to RBI, Statutory Audit, Tax audit, Preparation and Filing of Income Tax, Service Tax & Roc return.
M/S S.R. Logistics (Proprietorship firm) (Distributor of OSRAM Group – Unit CFL Bulb)	Service Sector – Commission agent	Tax audit, Preparation and Filing of Income Tax, DVAT & Service Tax Return.
Food Corporation of India Employees (H/Q) T/C Co-op Society.	Thrift and Credit Society	Finalization of Accounts, Preparation of Statutory audit Report with annexure.
Rail Mantralay Co-op G/H Society	Co-operative group housing Society	Finalization of Accounts, Preparation of Statutory audit Report with annexure. Preparation and Filing of Income Tax Return.
M/S Surender & Company (Provide Transport Services to OSRAM Group)	Transportation Sector	Tax audit, Preparation and Filing of Income Tax, & Service Tax Return.

WORK PROFILE

(A) Statutory & Tax Audits:

- Reconciliation of accounts of the companies, verifying Compliances with statutory requirements.
- Finalization of accounts of companies in accordance with the provisions of Companies Act, & relevant Accounting Standards.
- Preparation of Statutory and Tax Audit report in conformity with provisions of Income tax Act, 1961.

(B) System Audits:

- Analysis of current system in operation.
- Identifying the weak areas where defalsification may occur.
- Preparation of Verification Report as per applicable Act.

(C) Company Law Matters:

- Incorporation of a Company
- Annual Filing of a Company
- Appointment and Resignation of Directors, Managers etc.
- Maintenance of Statutory Registers
- Preparation of Partnership Deeds

(D) Other Assignments:

- Preparation of details for submission of scrutiny cases.
- Preparation of Audit report of Societies and preparation of documents for submission of report to RCS
- Preparation and filing of Income Tax Returns, Service Tax Returns of Companies, Partnership firms and Individuals.
- Verification of TDS, Preparation and filing of Quarterly e-TDS Regular & Revised Returns and download and prepare form 16 and form 16A as per New Provision of Income Tax Act.

KEY RESPONSIBILITIES

- Identifying client expectations and ensuring timely & effective execution through coordination with clients, engagement teams and engagement leaders.
- Identifying improvement opportunities & recommending improvement processes.

EDUCATION

- Passed CA CPT , CA PCC , CA FINAL (dropout)
- Bachelor of Commerce (Programming) from Agra University
- Senior Secondary from A.R.R.N.A.Collage in Bah Agra (U.P)
- Secondary from A.R.R.N.A.Collage in Bah Agra (U.P)

COMPUTER PROFICIENCY

- Conversant with Windows,MS Office,Internal application and accounting packages like Tally,Busy and SAP etc.
- Undergone 250 hours Computer Training Course conducted By ICAI.

STRENGTHS

- Dedicated, Quick Learner and Target-oriented.
- Self-motivating and optimistic attitude.
- Believe in Team Work.
- Possesses good communication and analytical skills.

PERSONAL DETAIL

Fathers Name : Shri. Hari Mohan Gupta
Nationality : Indian
Marital Status : Married
Languages Known : Read, Write and speak : English and Hindi

Hobbies : Playing Cricket , Volley Ball

I declare that all the information provided by me above is correct to the best of my knowledge and belief.

Date:

Place: New Delhi

(DHANJJAY GUPTA)