

Ashmita Tripathi

Malepatan, Pokhara, Kaski, Nepal

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CAREER OBJECTIVE

Looking for a long term job in an organization of repute to develop and discover my vision into pragmatic action, as a performance-oriented official of proper academic and professional track record. I want to activate my "self-branding" strategy in your organization with strong and healthy confidence.

PROFESSIONAL QUALIFICATION

Level	Year	Board/Institute	Percentage
CA-Final (Both Group)	May 2017	ICAI	55.40 % (First Attempt)
CA-IPCC (Both Group)	May, 2014	ICAI	57.20%
CA-CPT	Dec, 2012	ICAI	69.50%

ACADEMIC QUALIFICATION

Level	Year	Board/Institute	Percentage
B.Com (A&F)	June, 2016	IGNOU	61 %
+2 (Science)	2012	HSEB, Nepal	76.50%
10 th	2010	SLC Board, Nepal	89.63%

PROFESSIONAL EXPERIENCE

Articleship training Suchita Sharma & Associates 24-09-2014 to 19-11-2017

Clients	Business Functions	Exposure
IASOWA (Indian Administrative Services Officers Wives' Association)	➤ NGO managed and run by wives of IAS officers involving activities of providing free education and Technical/working trainings to poor people and children in Delhi)	➤ Accounting, Book Keeping ➤ Banking ➤ Taxation Compliances in Income Tax, TDS
PREM ASSOCIATES	➤ Work Contract Project and Construction Business	➤ Vouching of Various Books like purchase book, Cash Book, Journal Book ➤ Taxation Compliances in Income Tax, TDS, Service Tax, GST
JBB EVEREST PVT. LTD. JBB INFRASTRUCTURES PVT. LTD	➤ Builder Company having 600 apartments project at Kundli, Sonapat ➤ Real Estate Company 300 apartments project at Kundli, Sonapat	➤ Vouching of Various Books like purchase book, Cash Book, Journal Book ➤ Taxation Compliances in Income Tax, TDS, Service Tax, GST
JBB PLASTIC	➤ Manufacturing Activities of Plastics and PVC Granules	➤ Tax audit and Taxation Compliances
THIND INFOTECH PVT. LTD ANNA SECURITIES PVT LTD	➤ IT Company ➤ Share Trading Company	➤ Vouching of Various Books like purchase book, Cash Book, Journal Book

		➤ Taxation Compliances in Income Tax, TDS, Service Tax, GST
JBB Retails	➤ Retail Business and providing Renting of Buildings Services	➤ Vouching and Preparation of Various Books, Service Tax and GST Invoices ➤ Taxation Compliances in Income Tax, TDS, Service Tax, GST

Exposed To:

- Vouching and verification, drafting of books of accounts.
- Accounting, Data Entry, Advance Excel, Statutory Compliance, Financial Statements, Statutory Auditing, Internal Audit.
- Preparation of Audit Plan and ensure completion of the same with in the time
- Compliance with requirement of schedule III of the Companies Act, 2013, Companies Audit Report Order, 2016 (CARO), Indian Accounting Standards.
- Drafting Financial Statements, Audit Reports, Notices of AGM/EGM, Directors Reports, Board Resolutions, Minutes of Meetings, Income tax letters against notices from Income tax departments.
- Preparation and Filings of E-income tax Forms 3CA,3CB,3CD,29B
- Preparation and filings of E-Income Tax Returns ,TDS Returns , GST Returns
- Timely calculation & deposit of Service Tax and GST
- Physical stock take and valuation as on the year end in accordance with Accounting Standard issued by ICAI
- Preparation and filings of ROC Forms MGT-9, MGT-7, AOC-4, ADT-01
- Preparation of Income Tax computations of companies, firms, HUF, Individuals

WORK EXPERIENCE

Thappar's Taxation Services (As a Part-Timer)	GST Returns, Income Tax Returns, Accounting
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PROFESSIONAL DEVELOPMENT

- Information Technology Training (ITT)
- Completed General Management and Communication skills (GMCS)
- Attended Seminars & Programs organized by Various Organizations.
- Well versed with MS Office (Excel, Word, PowerPoint) ,Tally ERP 9.0, Web-E tax and Payment, Computax

PERSONAL ATTRIBUTES

- Punctual, creative, managed, time- efficient, methodical working Tactic.
- Maintain professional attitude and skills.
- Honest and self-confident.
- Ability to set and meet professional goals and work with team members.
- Recognized for responsibility and proactive decisions.

PERSONAL DETAILS

- Father's name : Hari Lal Tripathi
- Date of birth : 13th June,1993
- Gender : Female
- Languages known : English, Nepali & Hindi
- Nationality : Nepalese
- Hobbies& Interests : Travel, Music
- Permanent Address :Kaskikot-7, Pokhara, Nepal