**CA .Sumeet Gupta**

M.com, ACA



Dear Sir/Madam,

I have qualified my **CA final examination** held in **November 2015**& also completed the **3 and half year** articleship with a CA Firm based in Delhi. During my articleship training, I have conducted several audits in the capacity of team member.

I intend to continuously add value to the organization I work for, through my professional knowledge and skills. I believe that my ethic, education and past experience could prove to be an asset for your organization.

Please find enclosed my C.V. for your kind consideration. Looking forward to meet you in person, for more discussion.

Yours faithfully,

CA. SUMEET GUPTA

Mobile : +91- **7417669793**

E-mail: [**Sumeetgupta50@gmail.com**](mailto:Sumeetgupta50@gmail.com)

Encl: Copy of CV.

**SUMEET GUPTA**

**(ACA) Address:House. No 126**

**Sushant lok ,Phase II**

**Sector 56, Gurgaon**

**Phone No. +91-7417669793**

**Email ID:** [**Sumeetgupta50@gmail.com**](mailto:Sumeetgupta50@gmail.com)

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| **Career Objective** |

* To work in a dynamic organization where I can use my technical and managerial skills in the well being and growth of the organization as well as to attain further skills by serving in a quality environment

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| **Professional Experience** |

* Currently working with **Naresh Pal &Associates** on assignment basis. ( Since February 2016 to till present )
* Completed articleship training from **M/s Vinod Kumar Kalra & Company, Chartered Accountant** at New Delhi, from 25th April 2011 to 24th April 2014.
* Some of the **KeyAssignments/Responsibilities** included:
* **In Audit:-**
* M/s Satyam Acrylic Plastic Private Limited i.e. A Trading as well as Manufacturing Unit.
* M/s Virgo Clothing Culture (Prop. Firm), i.e manufacturing of Readymade garments.
* M/s Dhingra Jewels Limited i.e. Trading and Manufacturing of Jewelry.
* M/s Kuldeep Enterprise Limited.
* M/s Khoday India Limited ,
* M/s Kirk Communication Private Limited,
* M/s Qualikems fine Chem. Private Limited i.e. Manufacturing and Trading in Chemicals,
* M/s Kriver Engineer Private Limited
* Dr Praveen and Pravina Verma i.e. a individual medical practice as Dentist.
* And many more audit of proprietor firm and private limited companies.
* **Roc Compliances:**
* Form AOC-4, MGT-7.
* Creation of Charges, Filling of Board Resolution
* Increasing Authorized Share Capital, etc.
* Filing Form for company incorporation.
* Filing of companies annual return of listed and unlisted companies
* **Others: Direct Taxation:-**
* Preparation of Income Tax Returns of various Corporate and Non-Corporate Assesses.
* Conduct tax audits in accordance with the requirement of the Income Tax Act, 1961.
* Finalization of Books of Accounts and preparation of draft financial statements including notes to accounts as per the requirements of schedule III of the Companies Act, 1956.
* Filling of Annual Return and other Forms with Registrar of Companies.
* Conduct statutory audit to assure that financial statements are made in accordance with Accounting Standards prescribed under the Companies (AS) Rules, 2006
* Drafting Auditors' Report as per the reporting requirements of Companies Act and Companies (Audit Report) Order, 2015.
* Preparation of TDS return.
* Preparation of sales tax return and sale tax assessment case in department.
* Projection of Advance tax.
* Preparation of Service tax return.

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| **Professional/ Academic Qualification** | | | |
| **DEGREE** | **INSTITUTION / UNIVERSITY** | **Year** | |
| M.Com | IGNOU | Pursuing | |
| C.A. | ICAI | 2015 | |
| Std. XII | C.B.S.E | 2009 | |
| Std. X | C.B.S.E | 2007 | |

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| **Computer Skills** |

* Worked in Operating Systems like Windows XP, Windows 2000
* Well Versed with the use of Microsoft Office (MS Word, MS excel, MS Power point etc)
* Tax Software Computax, Computds & Webtel
* Accounting software Tally ERP, Busywin
* Completed 100 Hrs Compulsory Computer Training under ICAI Regulation
* Completed general management communication and skills training under ICAI Regulation.

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| **Communication Skills** |

* Can Read ,Write and Speak : English , Hindi

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| **Personality Profile** |

* Quick Learning, Adaptability, Loyalty are my greatest asset
* A self confident person, who believes in smart and hard work.

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| **Personal Details** |

**Date of Birth** : 10-07-1993

**Strengths** : Flexible, Consistent, Like to work in team.

**Membership No.** : 541480

**Passport No.:** P3765467

**Hometown Address.** : House No 72/5 Malik Nagar Muradnagar, Ghaziabad

**Preferred Location.** : Delhi, Delhi NCR, Bangalore, Mumbai, Chennai.

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