

ANMOL DEEP GUPTA

Phone: 87675 12340

Email: anmoldgupta13@gmail.com

PROFESSIONAL SUMMARY

Semi Qualified Finance Professional having a multi-faceted experience in Accounts, Finance, Taxation and Regulatory Compliances. Proficient in handling multiple assignments and having experience in field of Direct tax, Indirect tax, ROC, and other compliance matters. Excellent analytical, presentation, interpersonal & organisational skills and proven abilities of team management, customer relationship management and planning.

ACADEMIC QUALIFICATIONS

Qualification	Institution	Year of Passing	%
C.A - FINAL (Group 2)	ICAI	May 2019	50%
C.A. - IPCC (Group 1)	ICAI	May 2016	53.25%
C.A. - IPCC (Group 2)	ICAI	Nov 2016	54%
C.A. - CPT	ICAI	June 2013	55%
B.COM	N. M College of Commerce & Economics	2016	72.43%
XII	N. M College of Commerce & Economics	2013	82.25%
X	Maharashtra State Board	2011	93.27%

OTHER ACADEMIC QUALIFICATIONS

- Completed Government Diploma in Cooperation and Accountancy (GDC&A)
- Currently pursuing 3rd Year of LLB from G J Advani Law College

WORKING EXPOSURE

Worked as an Article Assistant in Agrawal & Chhajed from August 2016 to December 2016. Responsibilities: Efficiently worked as Audit Assistant and handled Statutory Audit and Internal Audit assignments.

Worked as an Article Assistant in Shetty Naik & Associates from January 2017 to August 2019 and thereafter as an Executive – Taxation and Compliances till December 2019.

Responsibilities: Efficiently worked as Audit Assistant, and worked as an effective team member for handling the Statutory Audits, Tax Audit assignments, Income Tax Matters, Mutual Fund SEBI Compliances and Other Indirect Tax Compliances.

Highlights:

Statutory Audits:

- Analysis of Draft Financial Statements including notes to accounts.
- Ensuring compliances of TDS and other applicable accounting standards.
- Inventory valuation as per Accounting Standard 2.
- Depreciation as per Accounting Standard 6 and as per schedule II of Companies Act 2013.
- Scrutiny of ledgers, debtors & creditors reconciliation, verification of BRS and Bank/ Cash Balance.
- Physical Verification of Fixed Assets & Closing Stock.

Tax Audits:

- Preparation of Form 3CA, 3CB and 3CD reports.
- Compliance with TDS Provisions
- Compliance with various sections of Income Tax Act mentioned in Form 3CD

Other Ancillary Activities:

- Responsible for book keeping, file & documents maintenance, maintenance of accounts, finalization of books for audit
- Preparation of Income computations of various assesses and filing of income tax returns.
- Planning and execution of various statutory audit procedures including vouching of income and expense items, obtaining debtors, creditors and bank balance confirmation, various logic tests, etc.
- Review of various Compliances required to be filed by Mutual Funds to SEBI, RBI and other authorities.
- Filing of documents and Returns with Registrar of Companies.

ACHIEVEMENTS

- Awarded with “Best Article for the Year” among 30-35 other articles.

COMPUTER LITERACY

- Successfully completed 100 hours of Information Technology Training in accordance with the requirements of "The Institute of Chartered Accountants of India."
- Comfortable in working with various Windows based packages like MS Office and Accounting packages like Tally Software etc and other compliance software like Winman.

PERSONAL DETAILS

Date of Birth: 13th Jan 1995

Language Known: English, Hindi.

Address: Mira Road East 401 107.