**CA PARUL GUPTA**

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*Organized professional with experience in accounts, audit and taxation possess strong analytical skills, with the ability to make out recommendations and decisions.*

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| **PROFESSIONAL QUALIFICATION** | | | | | | |
| **Examination** | | **Institute** | **Year** | **Marks** | **Percentage** | |
| **FINAL** | | ICAI | Nov 2006 | 425/800 | 53.13% | |
| **PE-II** | | ICAI | May 2004 | 314/600 | 52.33% | |
| **CPT** | | ICAI | May 2002 | 254/400 | 63% | |

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| **ACHEIVEMENTS:** | | |
| * Scored 60 in Auditing-PE II * Scored 56 in Taxation –PE II * Scored 63 in Cost management - Final CA * Scored 55 in Advanced auditing –Final CA | | |

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| **PROFESSIONAL EXPERIENCE** | | | | |
| **Company**: - Aneja Associates | | |  | |
| **Associate (From October’18 to till date )** | | **My job profile includes :**   * Internal audit of NBFCs comprising audit of accounts and finance, compliance audit, lending operations audit, Administrative and HR audit. * Internal audit of Broking Company comprising audit of broking operations, admin audit, GST audit and other additional areas as per client’s requirement. | | |

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| **PROFESSIONAL EXPERIENCE** | | | | | |
| **Company**: - Consultant (Shweta Jain and Co.) | | | |  | |
| **Accounts and Tax Manager(From July’15 to September’18 )** | | | **My job profile includes :**   * Tax Audit of companies, proprietorship and partnership firms. * Finalization of accounts of companies, proprietorship and partnership firms. * Preparation of Income tax returns. * Preparation of GST returns. * Concurrent audit of nationalized Banks. * Statutory Audit of nationalized Banks, Insurance company * Writing books of accounts. | | |
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| **PROFESSIONAL EXPERIENCE** | | | | | | |
| **Company**: - Assistant Professor with Cosmopolitan Valia College,Andheri | | | | |  | |
| **Professor**  **(From June’14 to April’15)** | | | | **My job profile includes :**   * Teaching Financial Accounts, Cost Accounts, Audit and Direct tax to TY BAF and BMS students. | | |
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| **Company** :- Aneja Associates | | | | |  | |
| **Associate**  **(From Nov’08 to Mar’11)** | | | | **My job profile includes :**   * Internal Audit of Finance andAccounts **of Clearing Corporation of India Ltd** * Internal Audit of Finance and accounts **of Reliance Life Insurance Company.** | | |
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| **Company**: - **S.K.Bhamkar and Associates.** | | |  |
| **Associate**  **From (Jan’ 07 to May’08 )** | | **My job profile includes :**  Corporate Audit, Tax Audit, Internal Audits, Special Reviews, Project Consultancy for our clients. Engagements worked upon includes:   * Statutory Audit of Shri Rajeev Lochan Oil Extraction Ltd. The assignment inter-alia included: * Fraud investigation of cash management process * Review of debt-recovery expenditure incurred by the Company * Development of Project Report for Agro based ,Cold Storages, Housing Finance * Statutory and Tax Audits of several Private Limited Companies (Chattisgarh Ispat Pvt Ltd, Bhawani Moulders Pvt Ltd, Chattisgarh Commercial Pvt Ltd, Narmada Infratech & Vidyut Prod Pvt ltd, Amarkanth minerals Pvt Ltd, Jagannath vinimay Private Limited, Naramada Concrete Udyog, Naramada Poles Industry), partnership firms, professionals, NGo’s and proprietary concerns. * Preparation and filing of Returns of Individuals, Partnership firms, Corporate Entities & others | |
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| **Company** :- **R.Kumar Agrawal & Co.** | |  |
| **Articleship**  **From (Sep’ 2002-Sep' 2005)** | **My profile included:**   * Maintenance of books of accounts in Tally for various partnership firms and individuals * Preparation of returns under Income Tax Act. * Preparation of minutes of Board Meetings of client * Preparation of Project Reports for several clients for obtaining loans from banks and financial institutions | |
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| **Education Qualification** | | | |
| **Degree** | **Institute** | **Percentage** | **Year** |
| **DISA – Level 1** | **The Institute of Chartered Accountants of India** | **53.63** | **December 2007** |
| **B.Com.** | **Pt. Ravi Shankar University Raipur** | **66.78** | **2004** |
| **XII** | **I.C.S.E Board** | **60.20** | **2001** |
| **X** | **I.C.S.E Board** | **66.89** | **1999** |

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| **KEY SKILLS** | | |
| * Multi disciplinary experience in Accounting, Audit and Tax planning * Knowledge of Accounting Standards, Companies Act and Direct and Indirect Tax Laws * Good communication, project management, team building and interpersonal skills | | |

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| **COMPUTER LITERACY** | | |
| * Proficient knowledge of MS Office (MS Word, MS Excel, MS PowerPoint, etc.) * Proficient knowledge of Tally and ERP. | | |

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| **PERSONAL DETAILS** | |
| * Date of Birth : 11 -Aug-1983 * Sex : Female * Marital Status : Married | |

