**CA PARUL GUPTA**

Flat no. 701 Building No.1 Gaurav Excellency,

Near GCC Club Road

Hatkesh, Mira Road (E)

Mumbai-401107

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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
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