

CURRICULAM VITAE

Name: SHUBHAM GUPTA
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OBJECTIVE

- To become a significant contributor in an esteemed organization that provides creative environment and opportunities to work and to tap my potential on to maximum extent.
- To work and gain proficiency in the areas of Audit, Taxation and Finance.
- To Grow My Capabilities To Become Future Entrepreneur.

ACADEMIC QUALIFICATION

Degree B.Com

- Institution :Anglo Sanskrit College,Khanna
- University :Punjab University
- Year :2015-2018
- Percentage :73.43%

INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA

CPT 101 MARKS

YEAR JUNE 2016

CURRENTLY APPEARED FOR CA INTER EXAM BOTH GROUPS HELD IN MAY 2021

Intermediate

- Institution : Gobindgarh Public School.
- Board :C.B.S.E.
- Year :2014-2015
- Percentage : 86.6%

Secondary School Education

- Institution :Gobindgarh Public School.
- Board :C.B.S.E
- Year :2012-2013
- Percentage : 7.8 C.G.P.A

WORKING EXPERIENCE

Currently working as an Article Assistant at **RAJESH SUDHIR & CO.(W.E.F 28-10-2018)**

WORK EXPOSURES-

INTERNAL AUDITS:

- CONDUCTED AUDITS OF LARGE PLANT OF IRON AND STEEL INDUSTRIES
- CONDUCTED AUDITS OF SMALL FIRMS DEALING IN VARIOUS TYPES OF GOODS AND SERVICES.
- CONDUCTED AUDITS IF CHARITABLE INSTITUTIONS

RETURNS AND REGISTRATIONS :

- MONTHLY GST RETURNS i.e GSTR 1 AND GSTR 3B.

- ANNUAL GST RETURNS i.e GSTR 9 AND GSTR 9C
- FILING OF INCOME TAX RETURNS OF INDIVIDUALS AND FIRMS.
- REGISTRATION OF PSDT(PUNJAB STATE DEVELOPMENT TAX)
- GST REGISTRATION
- PAN CARD REGISTRATIONS
- MSME REGISTRATION.
- PREPARATION OF AUDIT REPORTS AND BALANCE SHEET

STATUTORY AUDIT

BANK AUDIT:

- CONDUCTED STATE BANK OF INDIA 2 BRANCHES (i.e. MANDI GOBINDGARH AND BASSI PATHANA) AUDITS IN MAY 2020
- CONDUCTED STATE BANK OF INDIA 2 BRANCHES(i.e. CHANDIGARH AND KURUKSHETRA) AUDITS IN MAY 2021.

HOSPITAL AUDIT

- PRABHATPURI CHARITABLE TRUST

OFFICE WORKS

- PREPARATION OF ACCOUNTS OF CLIENTS.
- WORKING IN PREPARATION OF AUDIT REPORTS
- DESK JOB WORKS. ETC.

TECHNICAL DETAILS

- Completed Computer Training 100 Hours of organised by ICAI.
- Completed 15 days Orientation Program organised by ICAI.
- Completed 15 days Advanced ITT course organised by ICAI.
- Currently Enrolled for 15 days Advanced MCS course organised by ICAI.

COMPUTER SKILLS

- Working Knowledge of Tally,Nivea And Shakun Accounting Software
- Working Knowledge of Computax.
- Proficient in use of MS Office,Excel
- Knowledge about Internet and World Wide Web.
- Working knowledge of windows 8, Windows 10.

CORE MANAGEMENT COMPETENCIES

- Analytical and Problem solving abilities.
- Good Communication and Listening skills.
- Leadership qualities.
- Team Work
- Easily Adaptable To Any Environment

Hobbies

- Trading In Share Market in Free Time.
- To Work On Dream Project Easytax(A portal for Accounting Services)
- I love to travel.
- In my free time, I really like surfing the internet.
- Playing Badminton.
- Reading comics.

PERSONAL DETAILS

DOB: 25/08/1997
Age: 23 years
Father Name: Ramesh Chand Gupta

DECLARATION

I hereby, declare that the information furnished above is true to the best of my knowledge.

Name: SHUBHAM GUPTA

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