

# Chandan kumar Gupta

## Personal Info

**DOB:** 04 June 1994

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**Address:** Flat No. 002 Pooja  
Apartment Hightension Road Pragati  
Nagar Nalasopara East, Palghar-  
401209

## Key skills

Communication skills

Organized

Time management skills

Teamwork

Team Leader

## Software

Tally

MS-Office

Saral Income Tax

Web Gst

Compu Office

## Languages

English

Hindi

## Objective

Looking for a firm where I can grow in terms of knowledge, skills attitude & increase my professional capabilities in the area Accounting, Taxation & Audit.

## Experience

09/2019- till Date	<b>S.G.SALECHA &amp; CO.</b> Assistant
05/2019- 09/2019	<b>Yohan Caterers</b> Accountant
06/2015- 03/2018	<b>Mathia &amp; Co.</b> <i>Articleship Trainee</i>

- **Tax Compliances**
  - Income Tax Returns
  - Preparation of TDS/GST Working and filing of TDS/GST Returns/PTRC & PTEC returns (of various Individuals, Firms, LLP, Companies)
- **Secretarial Compliances**
  - Annual ROC Compliances
  - Compliances for Change in Name, Objects, Registered Office (of LLP and Companies)
- **Accounting**
  - Reviewed Accounting structures and procedures on regular basis to identify areas in need of improvement
  - Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations
- **Statutory Audit and Tax Audit**

Service Provider, Garment Wholeseller, Media Printer

  - Preparation of Audit Programme and Checklist
  - Vouching and Verification of all financial items
  - Complete Ledger Scrutiny
  - Compliance with Statutory requirements and CARO
  - Prepared and assessed Financial Statements and records
  - Prepared working papers, reports and supporting documentation for audit findings
  - Preparation of Audit Report
  - Filing of Tax Audit Report

# Interests

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- **Certification & Others**
  - Lower deduction certification
  - Incorporation of Firm/company
- **GST Assessment**
  - Refund application of export.
  - Attend the hearing with officers
  - Replying of notice
  - GST audit
  - Preparing Mismatch report
- **Payroll Work**

09/2014-12/2014      **A. S. Gujral & Co.**  
*Articleship Trainee*

## Education

2018	<b>CA Final</b> Group 1-Nov 2019
2016	<b>IPCC</b> <b>Institute of Chartered Accountants of India</b> Group 1-Nov 2013 Group 2-Nov 2016
2012	<b>CPT</b> <b>Institute of Chartered Accountants of India</b> 128/200
2015	<b>Bachelor of Commerce</b> <b>A.E. Kalsekar College</b> 75%
2012	<b>HSC</b> <b>S. N. College</b> 70%
2010	<b>SSC</b> <b>US English School</b> 73%

## Certifications

- Certificate in Orientation Course
- Certificate in ITT Course
- Participation Certificate in GMCS Course