**KIRTI GUPTA**

Mobile: 9034698083

E-mail:kirtiguptan@gmail.com

**Objective**

To work in a competitive environment which give me challenges to overcome new frontier to explore and to work with an organization where my knowledge and skills will be utilized to the optimum which helps me to prosper professionally, as well as on personal front.

 **Summary**

* A dynamic and customer oriented professional.
* Proficient in preparation of various Summaries such as sales, purchase, working capital, etc.
* Good theoretical knowledge of laws.
* Excellent knowledge of accounting and auditing laws.
* Very well versed with Ms-Excel. Knowledge of pivot table , VLOOKUP
* Can work efficiently in Tally (All versions).
* Good at quick arithmetic calculation.
* Good command over accounting

**Academic Background**

* Pursuing MBA from SYMBIOSIS (PUNE).
* M. Com from IGNOU University with first division in year 2019.
* Cleared IPCC with 53% marks in May 2016.
* Graduated from Delhi University with first division in year 2017.
* Cleared CPT with 55% marks in June 2013 in First Attempt.
* Cleared 12th from H.B.S.E board with 87.4 % in year 2013.
* Cleared 10th from H.B.S.E. board with 92% in year 2011.

**Personality Traits**

* Strong potential to portray leadership and motivational qualities.
* Ability to carry on responsibility well.
* Also possess good interactive and communication skills.

**Employer and key responsibility handled**

**Worked with Financial Hospital Pvt. Ltd. as Customer Executive for Income Tax**

* Income Tax
* Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.
* Preparation of submissions against notices received from the income-tax authorities during the
assessment and appeal proceedings
* Projecting tax liability and calculation of advance tax payable
* Front facing for clients for any support. resolve customer query regarding taxation
* Provide quick solution and route the issue to correct CA person for any client

**Worked with Mohali Public School**

* Worked as English, Mathematics, and as Commerce teacher for one year.
* Good interaction with students.

**Working with Riviera Home Furnishing Pvt. Ltd**

* Working as an account assistant.
* Good interaction with colleagues.
* Very well versed with MS-DOS.

**Computer Knowledge**

* Proficient in using MS Office,
* Operating system- Windows 8,10.
* One year Diploma.
* Utilities: Accounting Package – Tally 7.2, 9 & ERP.

**Personal Details**

Father’s Name : Sh. Sanjay Kumar

Date of Birth : 25/07/1995

Gender : Female

Marital Status : Unmarried

Language Known : English, Hindi, Punjabi and Marathi

Hobbies : Reading Financial Articles and Cooking

Address : House No.10, Ward No. 5, Gur Mandi, Panipat,Haryana-132103

**Declaration**

The above mentioned particulars given by me are true and correct to the best of my knowledge and belief and nothing has been concealed there in.

Signature Date