

CA. Neha Gupta

E-mail: neha1991gupta@gmail.com

Mob. No: +91-9540187102

Work Competencies

- Independently handling of audit assignments & reporting Skills.
- Self-starter and quick learner, ability to work in tight deadlines.
- Strong communication skills.
- Ability to handle multiple tasks at a time.

Professional Experience

A. Khandelwal Jain & Co. - April'15 to Till now

Audit Manager

| Description of Work | Clients name |
|---|--|
| <u>Statutory & Tax Audit</u> As a senior handled the Statutory & Tax Audit Assignment of the mentioned clients, preparation & finalization of CARO Report, e-filing of tax audit report. | <ul style="list-style-type: none">➤ Infotel Business Solutions Limited➤ Benefits PLUS Media Private Limited➤ Media Matrix Worldwide Limited➤ Digicall Teleservices Private Limited➤ Future Generali India Insurance Company➤ Indiasign Satellite Private Limited➤ Exicom Tele-Systems Limited➤ IL&FS Township & Urban Assets Limited➤ NexG Devices Private Limited |
| <u>Internal Audit</u> Preparation and finalization of Internal audit report, giving opinions and advices on various issues. | Software Technology Parks of India |
| <u>Internal Financial Controls</u> Preparation and finalization of Internal Financial Control report | <ul style="list-style-type: none">➤ Infotel Business Solutions Limited➤ Benefits PLUS Media Private Limited➤ Media Matrix Worldwide Limited➤ Digicall Teleservices Private Limited |
| <u>Consolidations & quarterly review for Publishing Results</u> | <ul style="list-style-type: none">➤ Media Matrix Worldwide Limited➤ Digicall Teleservices Private Limited➤ NexG Devices Private Limited |

B. HCL Technologies Ltd.-In International Indirect Taxation - May 2014-April 2015

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| ➤ Preparation & filing of monthly sales & use tax returns of HCL Technologies Ltd. in USA & Canada. |
| ➤ Handling Sales & Use Tax Audits & Notices for various issues in USA & Canada with respective state's auditors (Grant Thornton, Brann & Isakson, E&Y Canada etc.) |
| ➤ Filing various forms regarding Sales & Use Tax registrations etc. in various states/Cities of USA & Provinces in Canada. |
| ➤ Issuance of Resale Certificates to HCL vendors to exempt the Sales from Sales & Use Tax. |

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C. Article ship : P.K. Singhal & Associates – 3 Years

| Area Covered | Brief of Work Performed |
|-----------------------|--|
| Taxation | Preparation & e-filing of Income Tax return, Tax Audit Report on Form No. 3CD, 3CB. |
| Statutory & Tax Audit | Preparation & Finalization of Financial Statements, audit reports, CARO Reports and other Schedules & supporting workings. |
| Indirect Tax | Preparation & e-filing of VAT & Service Tax returns and various forms. |
| Others | Filing various ROC forms relating to Incorporation of Companies, Annual Filing, and application for DIN etc. Managing the preparation & maintenance of books of accounts, financial statements and annual reports in compliance with norms. |

EDUCATION AND DEVELOPMENT

| QUALIFICATION | PERCENTAGE |
|---|------------|
| CA Final from Institute of Chartered Accountant of India – Nov'13 | 54.00 |
| Graduation(B.com Pass) from Delhi University - 2012 | 56.70 |
| Higher Secondary from C.B.S.E – 2009 | 89.20 |
| Matriculation from C.B.S.E - 2007 | 85.00 |

Computer proficiency:

- Operating Tools : Microsoft Office
- Accounting Packages : SAP, Tally ERP 9, Tally 7.2
- Software Known : ITR Packages (Compu Office, Sensys, Genius)
- Completed Compulsory 100Hrs. Information Technology Training in CA course

ACHIEVEMENTS

- Awarded Trophy for Best Student in Commerce in Class XII.
- Participated & won in inter-school Drawing, Painting and Badminton Competition.
- Participated in various Hindi and English debates in Inter-school Competition.
- Awarded Certificate from HINDI ACADEMY, Delhi.
- Participated and completed "Airtel Delhi Half Marathon".

PERSONAL DOSSIER

Communication Address : 66, Baldev Park, Parwana Road, Delhi-110051 ;
2689, Sector-49, Sainik Colony, Faridabad, Haryana- 121005

Father's Name : Mr. Rajiv Kumar Gupta

Mother's Name : Mrs. Prabha Gupta

Date of Birth : 2nd January 1992

Hobbies : Cooking, Music, Bad Minton, Painting, Art & Crafts

Nationality : Indian

Languages Known : Hindi, English