

Curriculum Vitae

Pooja Gupta

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Address: C-57 Sector 1 Dwarka, New Delhi 110075

Objective

Motivated individual seeking to obtain accountant position where extensive experience will be further developed and utilized and engage in a career that will allow for progress in terms of expertise.

Work Experience

❖ Aggarwal & Associates (CA Firm)

Accountant, Apr 2021 – Present

Responsibilities:

- Filing GST Returns, TDS & TCS Returns, Income Tax Returns.
- Statutory Audit, Tax Audit.
- Balance Sheets Finalization, Accounting of various Entities, Reconcile Accounts Payable & Receivables and Data Reconciliation.
- Applying for Registrations like GST Registrations, MSME Registrations, Shop & Establishment Registrations, Registration of entities on Income Tax and Traces Portal.

❖ Saroj Associates (Tax Consultancy)

Accountant, Apr 2017 – Mar 2021

Responsibilities:

- Filing GST Returns, TDS & TCS Returns, Income Tax Returns.
- Preparing Balance Sheets, Profit & Loss Accounts, Doing Day to Day Book Keeping and Accounting.
- Applying for Registrations like GST Registrations, MSME Registrations, Shop & Establishment Registrations, Registration of entities on Income Tax and Traces Portal.
- Communication with Clients for their providing them solutions for their queries and giving them advice related to accounts and taxation.

Education

- ❖ CMA Intermediate (ICMAI)
 - 2022- Present (Pursuing)
- ❖ Master of Commerce (IGNOU)
2018-2020
- ❖ Bachelor of Commerce (Maitreyi College, Delhi University)
2014 – 2017
- ❖ 12th (C.B.S.E)
2013- 2014 (Commerce Stream)

Skills

- Accounting
- Taxation
- MS Office
- Tally ERP & Tally Prime
- Genius Software (TDS)
- Speqta GST Software
- Typing 50 WPM

Personal Information

Father's Name	Mr. Santosh Kumar Gupta
Mother's Name	Mrs. Sheela Gupta
D.O.B	17.04.1997
Gender	Female
Language	Hindi & English
Nationality	Indian