

**NUPUR GUPTA**

'House No. 2, Gandhi Road Tigeliya  
Datia (M.P.)- 475661  
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**RESUME**

**CAREER OBJECTIVE**

Enthusiastically work for an organization for its development and enhance my own skills and knowledge.

**Professional Qualification Detail-**

STANDARD	Board/University	YEAR	MARK OBTAIN	MAXIMUM MARK	RESULT
CA-IPCC Group 1	THE INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA	2012	207	400	PASS
CA-CPT	THE INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA	2009	110	200	PASS

**Academic Qualification Details-**

STANDARD	Board/University	YEAR	MARK OBTAIN	MAXIMUM MARK	RESULT
M.B.A	SHIAT	2017	1774	2600	PASS
B.COM	JIWAJI UNIVERSITY	2012	1051	1800	PASS
12 <sup>TH</sup>	ICSE BOARD	2009	433	600	PASS
10 <sup>TH</sup>	ICSE BOARD	2007	407	700	PASS

**COMPUTER QUALIFICATION & SKILLS**

- ⇒ Completed 100 Hours of Computer Training Under ICAI
- ⇒ Worked on M.S. Office
- ⇒ Tally ERP.
- ⇒ Worked on Various Customized software of client system

**ARTICLE SHIP TRAINING**

**Duration:-18<sup>th</sup> Febuary 2013 to 17<sup>th</sup> Febuary 2016**

Article Ship Under M/s Gupta Jai & Company, Chartered Accountants, Datia (M.P.)

WORK  
EXPERIENCE AS AN  
ARTICLE

- Preparing Accounts up to Finalizations and Scrutiny of Accounts.
- Handling Income Tax Matter for Individuals & Tax Audit.
- Handling Statutory Forms.
- Conducted VAT Audit. Preparation of Vat Returns and Summary.
- Tax Consultancy in matter relating to TDS, Service Tax, Income Tax.
- Working as an Accounts Writer/ Tax Consultant.
- Computation of the Total Income of Assesse.

#### ACCOUNTS MANAGEMENT:

- Regulating the Accounts writing process.
- Supervision & Finalization of Monthly, Quarterly, Yearly Accounts.
- Provide service in relation to Accounts Writing.
- Ledger Scrutiny.
- Bank Reconciliation Statement.

#### AUDITING:

- Preparation of report under Companies Act i.e. CARO.
- Carrying out Statutory Audit, Tax Audit and Internal audit.
- Sketching Internal Audit Program for the Client after going through the details of the working of Client's Business or Profession.
- Thorough Checking of Compliance of various laws by the clients while Auditing.

#### STATUTORY AUDIT, REVENUE AUDIT & TAX AUDIT:

Performed Statutory and Tax Audits of various Individuals.

**Partnership firms ,Companies and Bank like:**

- Punjab National Bank, Bhavnagar, Gujrat
- Punjab National Bank, Meerut
- Central Bank Of India, Jhansi

**AUDIT OF VARIOUS NGO'S, COLLEGES AND OTHER GOVERNMENT DEPARTMENTS.**

**EXPERIENCE**

Worked in Gupta Jai & Company (Chartered Accountant Firm) As a Tax Consultant, Accounting & Auditing Executive.

**CURRENT JOB ROLE**

Working as an Assistant Professor in Shri Rawatpura Institute of Management, Datia (M.P.)

**Training Experience-**

1. ORIENTATION PROGRAMME TRAINING (ORGANISED BY THE INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA)
2. GENERAL MANAGEMENT SKILL DEVELOPMENT COURSE (ORGANISED BY INSTITUTE OF CHARTERED ACCOUNTANT OF INDIA)

**PERSONAL DETAIL :-**

**Date of Birth:-** 24-07-1991

**SEX:-** FEMALE

**Father's Name :-** SHRI SANTOSH GUGORIYA (GUPTA )

**Mother's Name:-** Smt. MAMTA GUPTA

**LANGUAGE :-** English, Hindi

**RELIGION:-** HINDU      **CATEGORY:-** GENERAL

**Nationality:-** INDIAN