

RAKHI GUPTA

(CHARTERED ACCOUNTANT)

+91-9529201416



rakhigupta2631997@gmail.com



linkedin.com/in/rakhigupta263

PROFILE SUMMARY

A qualified Chartered Accountant with expertise in GST compliances, Indirect Taxation, Internal Audit and Statutory Audit. Skilled in ensuring regulatory compliances, delivering precise financial reporting, and optimizing audit procedures for improved efficiency.

WORK EXPERIENCE

Tax Expert

JJ Fintax Solution Pvt Ltd.(Gurugram)

Nov 23 to Jan 25

- Verified and **audited financial statements** including Balance Sheet, Profit & Loss, and Cash Flow Statement to ensure accuracy and disclosure compliance.
- Executed **fixed asset (PPE) audits** of manufacturing company including physical verification, depreciation review, and **compliance with Ind AS 16**.
- Prepared and examined **Tax Audit Reports (Form 3CD)** including clauses relating to depreciation, TDS, GST, stock valuation, and disallowable expenses under section 40(a) and 43B.
- Conducted an **internal audit for a cooperative society**, identifying revenue leakages of ₹10 lakhs and proposing corrective actions, enhancing financial controls and accountability.
- Reviewed and reconciled **GSTR-9 and GSTR-9C** with books of accounts, identifying mismatches and proposing corrective entries.
- Ensured accurate and timely **filing of 30 + GST returns, including GSTR-9 and Indirect tax audit i.e. GSTR-9C** in compliance with statutory requirement.
- Reviewed **TDS** compliance under **sections 194C, 194J, and 194I**, ensuring accurate deduction, timely deposit, and filing of returns within statutory deadlines.
- Handled filing of **25 +Income Tax Returns for salaried employees, professionals, and businesses**, including computation of taxable income and applicable deductions.

Associate

Mahaveer Enterprises (Alwar)

Dec 21 to Mar 23

- Conducted bid analysis for government contract opportunities, ensuring alignment with project requirements and compliance with regulations.
- Collaborated with cross-functional teams to develop winning proposals, including comprehensive pricing strategies and project plans with monitoring market trends, identified potential bidding opportunities, and developed targeted bid strategies to maximize success rates.

Article Assistant

Rajesh Bhagwan & Associates (Alwar)

May 17 to May 20

- Integrated part of Tax Audits across different sectors including Health services, Manufacturing, Petrol Pump, Mines & Minerals and Trading.
- Assisted as a Team member in Bank Audit of Punjab National Bank and SBI Bank.
- Finalized financial statement of sole proprietorship & partnership firm **having Turnover from 20 Lacs to 2 Cr.**
- Independently Handled Tax Audits and prepared Audit Report Viz. Form **3CA/ 3CB and 3CD of 50+ clients** having turnover from 50 Lacs to 5 Cr.
- Prepared and **filed 150+ Income Tax Returns and 50+TDS Returns** across diverse client base ranging up to Rs.1 Cr. of total income.
- Managed timely and accurate **filing of periodic 20+ TDS and 30+ GST returns**, ensuring compliance with regulatory requirements.
- Prepared **Financial Model for Projected Financial Statements, CMA (Credit Monitoring Analysis) & Valuation including DCF** and relative.

EDUCATION

CA Final

The Institute of Chartered Accountant of India

2023

M.Com (ABST)

RRBM University

2017-2019

B.Com

Rajasthan University

2014-2017

CERTIFICATIONS

- Certified in Finance master class issued by CA Monk.
- Awarded by silver award for outstanding performance in Jan 2024.