

**VIPUL GUPTA**  
**B.Com, M.Com, ACA**

**Mobile:** + 91-9267904401  
**Email Id:** [vipulgupta173@gmail.com](mailto:vipulgupta173@gmail.com)  
**Address:** L-79, Laxmi Nagar, New Delhi

## OBJECTIVE

To pursue a challenging career in a progressive institute where my skills can be polished and utilized for the growth of the institute that I work with.

## WORK EXPERIENCE

Name of Firm	Period	Position
Fortis Healthcare Ltd., Gurgaon	January 2020 – April 2020	Assistant Manager
Grant Thornton LLP, Gurgaon	February 2019 - Nov. 2019	Consultant
Chandiok & Guliani, Delhi	August 2018 - February 2019	Associate
Shyam Malpani & Associate, Delhi	March 2013 - March 2016	Audit Assistant

Area	Key Responsibilities
Statutory Audit	<ul style="list-style-type: none"><li>Preparation of Audit Program.</li><li>Checking of opening balances &amp; ledger scrutiny.</li><li>Vouching &amp; Verification of Income &amp; Expenses &amp; analysis of variance.</li><li>Physical verification of Fixed Assets and Inventories.</li><li>Review of Statutory compliance under various laws such as the Income Tax Act, GST.</li><li>Preparation of various reconciliation statements required under GST Law.</li><li>Documentation of Audit evidence in line with the firm's documentation standards.</li></ul>
Internal Audit	<ul style="list-style-type: none"><li>Planned and executed internal audits of the company belonging to the Liquor Industry, Power Industry, Pharma Industry, Infrastructure Industry, and Logistics Industry.</li><li>Conducted comprehensive reviews of the production process, inventory, procurement planning, quality control, logistic, and destination wise analysis of rates.</li><li>Review and analysis of operational income &amp; expenses, financial records such as MIS, capital expenditure, etc.</li><li>Analysis of the effectiveness of the internal control system.</li><li>Prepares exception summaries and draft of audit reports.</li></ul>
Taxation & Compliance	<ul style="list-style-type: none"><li>Computation of Income Tax, drafting, and e-filing of Income Tax Return.</li><li>Exposure of Tax Audit u/s 44 AB of Income Tax Act, 1961.</li><li>GST Registration of Firms</li><li>E-filing of GSTR-3B and GSTR 1.</li><li>Preparation of Annual Return and e-filing of ROC Forms such as AOC-4, MGT-7, MGT 14, ADT-1.</li></ul>

## Major Clients Handled:

Industry	Client Name	Assignment
Manufacturing	Radico Khaitan Ltd.	Internal Audit
Logistics	Adani Logistics Ltd.	Internal Audit
Infrastructure	Supreme Infrastructure India Ltd.	Internal Audit
Power Distribution	BSES Yamuna Power Ltd.	Internal Audit
Manufacturing	Smita Conductor Ltd.	Internal Audit
Manufacturing	CRIS Pharma (India) Ltd.	Internal Audit
Educational	Extramarks Education India Pvt. Ltd.	Statutory Audit

## PROFESSIONAL QUALIFICATION

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Year of Passing	Institution	Group	Level
November 2017	Institute of Chartered Accountant of India	First	CA Final
May 2016	Institute of Chartered Accountant of India	Second	CA Final
May 2013	Institute of Chartered Accountant of India	Second	CA IPCC
May 2012	Institute of Chartered Accountant of India	First	CA IPCC
June 2011	Institute of Chartered Accountant of India	-	CA CPT

## ACADEMIC QUALIFICATION

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Year of Passing	Percentage	Institution	Level
2017	60.00	IGNOU University, New Delhi	M.Com
2014	61.04	School of open learning, Delhi University	B.Com
2011	86.60	Delhi Public School, Mathura Road, New Delhi	XII
2009	87.80	The Doon Valley Public School, Deoband, S.R.E.	X

## CERTIFICATIONS

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- Completed **Forensic Accounting and Fraud Detection (FAFD)** course conducted by ICAI.
- Completed **Certification Course on GST** conducted by **Ministry of MSME, Govt. of India**.

## TECHNICAL SKILLS

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- Working knowledge of SAP, Tally software.
- MS Office (Word, Excel, PowerPoint).

## PERSONAL DETAILS

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**DOB:** - 29 March, 1993

**Hobbies:** - Exploring new places, Gardening & Trekking.