**CURRICULUM VITAE**

***Gouri***

[***Gouri.340353@2freemail.com***](mailto:Gouri.340353@2freemail.com)

**Career Objective**-

I want to gain knowledge and experience and to increase my opportunities with the growth of the Company.

**Career Summary**-

- A dynamic and customer oriented professional having experience as CA article.  
- Proficient in preparation of various Summaries such as sales, purchase, working capital, etc.  
- Strong in preparation Vat Audit Report.  
- Excellent in preparation & uploading of Monthly/Quarterly/Six Monthly returns for sales tax purposes.

**Personality Traits**-

- Strong potential to portray leadership and motivational qualities.  
- Ability to carry on responsibility well.  
- Also possess good interactive and communication skills.

**Key Responsibilities Handled**-

- Income Tax   
- Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses.  
- Preparation of submissions against notices received from the income-tax authorities during the   
assessment and appeal proceedings.  
- Projecting tax liability and calculation of advance tax payable.  
- Tax audits for Private Companies, individuals and firms.  
- Tax planning.  
- Statutory Audit.  
- Statutory audit of Private Limited companies engaged in trading and manufacturing businesses.

**Computer Knowledge**-

- Completed 100 hours of compulsory computer training specified by ICAI.  
- Operating System: Microsoft Windows 07, 08 & XP  
- Utilities : Ms Office, Accounting Package – Tally 7.2, 9 & ERP.

**Employer**-

- Worked as an article assistant at M/s Rakesh Seema & Associate., Chartered Accountants.  
- Worked as an article assistant at M/s. R. T. Yadava & Co., Chartered Accountants.

**Academia**-

- May 2013, CA I PCC ( Group 1 ) from the Institute of Chartered Accountants of India .  
- 2008,CA CPT from the Institute of Chartered Accountants of India.  
- March 2010, B.com   
- March 2007, ISC   
- March 2005, Matric

**Personal Details**-

Date of Birth : 31/03/1989.  
Gender : Female  
Marital Status : married  
Nationality : Indian.

Visa status : Residence visa for 2 yrs.

Languages known: English, Hindi