

S.M. GUPTA & CO.

NAME
ADDRESS

E-MAIL	CONTACT NO.
PAN NO:	AADHAR CARD NO
PASSPORT NO	

QUALIFICATION:

GRADUATE/IPCC	GROUP I	GROUP II	BOTH GROUP	CA

PRACTICAL EXPERIENCE:-

SRL NO		YES/NO
1	INCOME TAX: REPRESENTATION IN DEPARTMENT	
2	DRAFTING OF LETTER IN CONNECTION WITH PROCEEDING BEFORE AUTHORITIES, OTHER CORRESPONDENCED REGARDING TDS REFUND, PENALTIES, RECTIFICATION BEFORE CPC / JURISDICTIONAL AO/ CIT	
3	DRAFTING OF APPEAL / CIT / TRIBUNAL	
4	PREPARATION OF RETURN & FILLING	
3	PREPARATION OF ACCOUNTS & TALLY	
4	MANNUAL ACCOUNTS	
5	ONLINE FILING OF TDS RETURN	
6	ONLINE FILING OF VARIOUS FORMS UNDER COMPANIES ACT AND RULES	
7	ONLINE FILING OF VARIOUS FORMS UNDER INCOME TAX ACT	
8	ONLINE FILING OF VARIOUS FORMS UNDER GST ACT	
9	ONLINE FILING OF VARIOUS FORMS UNDER VARIOUS REGISTRATIONS	
10	FILING AND COMPLIANCES UNDER SCRA / SEBI / STOCK EXCHANGE / LODR	
11	FILING OF VARIOUS REPORTS TO STOCK EXCHANGE WITH REGARD TO LISTED COMPANIES	
12	CERTIFICATE U/S 54 (V) OF SCRA ACT	
13	OTHER SECRETERIAL WORK UNDER COMPANY LAW	
	<u>ACCOUNTS & AUDITING</u>	
1	VOUCHING CASH, BANK, JOURNAL, VALUATION, VERIFICATION, OF ASSETS LIABILITIES, LEDGER SCRUTINY, DRAFTING OF REPORT, AAS(SA), AS, SPECIAL ACT.	
2	TAX AUDIT	
3	GST AUDIT	
4	SPECIAL AUDIT UNDER VARIOUS ACTS	

5	PROJECT REPORTS	
6	MATTER RELATED TO STAOCK EXCHANGE	
7	BANK LOAN PROCESSING	
8	SCHEDULE 3 OF COMPANIES ACT UNDER IND AS AND GENERAL, LIMITED CO. – MANNUAL DRAFTING OF P/L & B/S	
9	DRAFTING OF AUDITORS REPORT	
10	DRAFTING OF DIRECTOR'S REPORT	
11	DRAFTING OF MINUTES	
12	WORKING KNOWLEDGE OF ERP PACKAGES ORACLE / SAP / IFRS	
13	FINANCIAL ANNALYSIS & INVESTMENT & PORTFOLIO MANAGEMENT	
14	KNOWLEDGE OF OPERATION IN CAPITAL MARKET	
15	ADMININSTRATION HEAD IN ANY ORGANISATION/ UNIT / INSTITUTION	

A. AREAS OF INDEPENDENT WORKING?

--

B. DURATION OF JOB

--

C. a.

Whether you/ or your relative anywhere in as	Director	Partner	Proprietor
(attach a list of relation)	Business relationship (purchases more than 1 lakh)	Holding or having any right in shares/ debt or involvement in above	
Mother,father,sister, brother,Seller,3 stages of linear ascendants and descendants.			Borrower

C.b	Whether willing to give disclosure of intent in any client before accepting the allotted assignment	YES/NO
D	Whether agreeable to ethical principles to perform as per professional standards, regulations and legal requirement a) Integrity b) Objectivity c) Professional competence & due care d) Confidentiality e) Employment relationship with audit clients ,their owners & officials	YES/NO

E. WHY YOU PREFER A CA FIRM THAN AN INDUSTRY? IF INDUSTRY WHICH SECTOR? BANKING & INSURANCE / SOFTWARE / MANUFACTURING / DISTRIBUTION / IF OTHERS PLEASE MENTION.

F. WHAT POSITION YOU WOULD LIKE TO HAVE IN A CA FIRM? WHETHER YOU HAVE APPLIED ANY WHERE ELSE?

EXPECTED SALARY?
ANNUAL GROWTH?

G. WHETHER MOBILE FOR TRANSFERABLE JOBS? YES / NO

H. EXPECTED MARRIAGE TIME – AND HOW DO YOU THINK YOU CAN HANDLE OBSTACLE IN PROFESSIONAL CAREER AFTER GETTING MARRIED?

I. ARE YOU SURE YOU WANT TO CONTINUE JOB AFTER MARRIAGE / CHILD.

J. DO YOU WANT TO JOIN AS A TRAINEE BECAUSE YOU LACK EXPERIENCE.

K. EXPECTED STRIPPEND DURING TRAINING PERIOD?

L. WORKING HOURS / OVERTIME YES / NO

M. WORKING UNDER PRESSURE? YOU CAN WORK OVERTIME DURING PRESSURE?

N. DISTANCE OF OFFICE (HOME TO OFFICE)?

O. IF EXPERIENCED:

PRE QUALIFICATION	NATURE OF ASSIGNMENT	NATURE OF JOB	DETAILS
YEAR 1			
YEAR 2			
YEAR 3			

P.

NAME OF THE CLIENT	YEAR	YOUR ROLE	TEAM SIZE	TARGETED TIME

Q

POST QUALIFICATION	NATURE OF ASSIGNMENT	YOUR ROLE	DETAILS
YEAR 1			
YEAR 2			
YEAR 3			

R. CAREER OPPORTUNITY (Please tick the appropriate choice)

- A) INDUSTRY
- B) CAPITAL MARKET
- C) CA FIRM
- D) BANKS / INSURANCE
- E) OTHERS

S. AFTER BECOMING FCA WHERE WOULD YOU LIKE TO SEE YOURSELF IN AN ORGANISATION?

--

T. IF YOU ARE SELECTED HOW MUCH TIME YOU REQUIRE TO JOIN?

--

PLEASE GIVE TWO REFERENCES TO VERIFY YOUR CREDENTIALS WITH COMMUNICATION DETAILS

1.	2.
----	----

DATE:
TIME:

SIGNATURE