

# **CURRICULAM VITAE**

**Ankit Gupta**

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## **Career Objective**

**To be part of an organization which can utilize my skills in the process of growth and change. Committed to professionalism with huge passion. Willingness to learn and to achieve excellence in this noble profession to benefit company and myself.**

## **Professional Experience**

- 1) Organization : Freelance Work (K.T Medicos,Suri Medicos)**  
**(01/06/2021 to 31/05/2022)**  
**Designation : Executive – Accounts & Finance**  
**Responsibilities :**
  - **Entries of all Expenses & Medical Invoices Entry doing in Tally ERP 9.**
  - **Bank Reconciliation in Tally ERP9.**
  - **Preparation of GSTR 1,Checking GSTR 2A Input and Reconciliation.**
  - **Pending payment follow-ups via email & Calls.**
  
- 2) Organization : Elets Technomedia India Pvt Ltd**  
**(12/04/2021 to 19/05/2021)**  
**Designation : Executive – Accounts & Finance**  
**Responsibilities :**
  - **Bank Reconciliation in Tally ERP9.**
  - **Entries of all Expenses , Advt. Bills Entry & Purchase Entry doing in Tally ERP 9.**
  - **Preparation of Monthly TDS Data in excel sheet .**
  - **Preparation of GSTR 1,Checking GSTR 2A Input and Reconciliation.**
  - **Handling Petty cash Entry and Prepare salaries in Excel.**
  - **Pending payment follow-ups via email & Calls.**

**3) Organization : Multimedia Communications Pvt Ltd  
(19/09/2019 to 30/06/2020)**

**Designation : Accountant**

**Responsibilities :**

- Preparation of cheque – cash voucher, Making Invoices & checking the vouchers before being entered in the system.
- Making Bank Reconciliation in Tally ERP9.
- Entries of all Expenses , Sale Entry & Purchase Entry doing in Tally ERP 9.
- Preparation of TDS in excel sheet , Monthly deduct TDS & Submitting into bank.
- Preparation of GSTR 3B & Computaion of taxes.
- Handling Petty cash and making salaries.
- Follow through on reconciliation of invoices in preparation for payment processing.
- Coordinating with banks and taking care of day to day banking requirements.
- Pending payment follow-ups via email & Calls.

**4) Organization : Rajesh Umashanker & Co.(04/04/2017 to 21/06/2019)**

**Designation : Account Assistant**

**Responsibilities :**

- Coordinate with Client, Maintain Properly Database daily basic.
- Preparing reports, as & when required by Management.
- Create spreadsheets, compose e-mails.
- Invoices making, preparation of cheque -cash voucher, checking the vouchers before being entered in the system, Book Keeping, Bank Reconciliation and preparation of various records of the clients.
- Checking,Reviewing & accounting off all Purchase invoices & petty cash Invoices
- Clearing mis match in tally erp 9
- Pending payment follow-ups via email & Calls
- Processing of Vendor's bills for Payments
- Handling Petty cash and making salaries.
- Knowledge of GST & Filling the return
- Vendor Account Reconciliation
- Maintain of Accounts in Tally ERP 9.
- Calculation & filling of tds return in compu tax software.

## **Qualification**

- 10<sup>th</sup> passed from C.B.S.E. Board in 2010.
- 12<sup>th</sup> passed from C.B.S.E. Board in 2012.
- Common proficiency test in 2013.
- B.Com (Pass.) From Delhi University in 2016.
- M.B.A Finance from I.B.S in 2019.

## **Skills**

- Knowledge of computer.
- Management Information system From Aptech Computer Education
- Basic knowledge of MS-Office (Excel, Word, Power Point/Notepad)
- Operating Systems: Windows 98/2000/XP/Vista/Seven/Eight.
- Efficient use of Internet, Emailing, Browsing and Searching etc.
- Knowledge of TALLY ERP 9, Computax Software.
- Knowledge of advance excel (V LOOK UP, FILTER)

## **Personal Details**

- Date of Birth : 30<sup>th</sup> March, 1994
- Father's Name : Mr. Naresh Kumar Gupta
- Address : Laxmi Nagar, Delhi - 110092
- Marital Status : Unmarried
- Gender : Male
- Languages Known : Hindi and English
- Nationality : Indian

## **Declaration**

I hereby declare that the information given above is true to the best of my knowledge & belief.

Date:

Place: Delhi

**Ankit Gupta**