**CURRICULUM VITAE**

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| **AMAN KUMAR GUPTA**  **H NO.603 D.D.A Janta Flat Pul**  **Prahalad Pur Near Suraj Kund Road**  **New Delhi - 110044**  **Email id: -** **aman.gupta051293@gmail.com**  **Mob. No: - +919654095057** |

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| **CAREER OBJECTIVE:** |
| To be Honest, Discipline, Flexible, Dedication and Regularity. Work with confident level always thinking for the benefit for the organization which I belong to highlight the commercialization in the industry. |

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| **WORK EXPERIENCE - CURRENTLY** |
| **LYNKIT SOLUTION PVT LTD.**  **246, BLOCK A, OKHLA INDUSTRIAL AREA PHASE – I, NEW DELHI – 110020**  **FROM OCT 2022 TO OCT 2024**  **AS A SR. ACCOUNT EXECUTIVE:**  **JOB PROFILE:**   * Update Sale Bills & Purchase Bills Daily Basis in Zoho Books. (Ensuring timely and accurate recording of sales and purchase transactions in Zoho Books. Updating invoices, receipts, and other relevant documents to maintain accurate financial records.) * Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance (Performing reconciliations of various accounts, such as bank accounts, credit cards, and supplier statements. Verifying the accuracy and completeness of transactions by comparing them to supporting documentation. Resolving any discrepancies or issues identified during the reconciliation process.) * Bank Reconciliation on Daily Basis & Party Reconciliation on Monthly Basis. (Matching and reconciling the company's bank transactions with the records in the accounting system. Identifying and resolving discrepancies between the bank statement and the accounting records. Reconciling accounts with customers or vendors to ensure accurate balances and resolve any payment-related issues.) * Making GST Return data (GSTR-1 & GSTR- 3B) & Filling. (Compiling data and preparing periodic GST returns, such as GSTR-1 (for outward supplies) and GSTR-3B (summary return). Ensuring compliance with GST regulations and timely submission of returns. Filing the returns through the GST portal.) * Reconciliation of GSTR-2A on Monthly basis & Ask Our vendor for File Return. (Comparing the purchase data from GSTR-2A with the company's records. Identifying discrepancies, missing invoices, or mismatches and reconciling them with vendors. Communicating with vendors to request timely filing of GST returns to ensure accurate input tax credit.) * Making TDS Return Data. (Compiling data related to TDS from various sources, such as contractor, Professional, commission, and other services Expense. Preparing TDS returns and statements and generate TDS challan.) * Verify, allocate, post, and reconcile accounts payable and receivable. (Reviewing and verifying invoices, bills, and other payables or receivables. Allocating expenses or revenues to the correct accounts. Posting transactions accurately in the accounting system and reconciling balances with supporting documentation.) * Proficiency in Microsoft Office, particularly with Excel. |

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| **WORK EXPERIENCE - PREVIOUS** |
| **UNIVERSE MICROSYSTEMS**  **C-25 GROUND FLOOR KHIRKI EXTN PANCHSHEEL VIHAR MALVIYA NAGAR NEW DELHI -110017**  **FROM FEB 2021 TO OCT 2022**  **AS A SR. ACCOUNT EXECUTIVE:**  **JOB PROFILE:**   * Update Journal Entry, Cash & Bank Voucher Daily Basis in Tally. * Update Sale Bills & Purchase Bills Daily Basis in Tally. * Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance * Bank Reconciliation on Daily Basis & Party Reconciliation on Monthly Basis. * Clear vendor payment monthly & as per company Policy. * Prepare data to finalized the Balance sheet. * Making GST Return data (GSTR-1 & GSTR- 3B) & Filling. * Reconciliation of GSTR-2A on Monthly basis & Ask Our vendor for File Return. * Making TDS Return Data. * Contributing to the development of new or amended accounting systems, programs, and procedures. * Verify, allocate, post and reconcile accounts payable and receivable. |

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| **WORK EXPERIENCE - PREVIOUS** |
| **INDUS COSMECEUTICALS PVT LTD**  **SEC 31 FARIDABAD**  **FROM JAN 2017 TO DEC 2020**  **AS AN ACCOUNT EXECUTIVE**  **JOB PROFILE:**   * Update Journal Entry, Cash & Bank Voucher Daily Basis. * Update Sale Bills & Purchase Bills Daily Basis. * Bank Reconciliation on Daily Basis & Party Reconciliation on Monthly Basis. * Clear vendor payment monthly & as per company Policy. * Making GST Return data (GSTR-1 & GSTR- 3B) & Share to Our Senior * Reconciliation of GSTR-2A on Monthly basis & Ask Our vendor for File Return. * Making TDS Return Data & Share to Our Senior. * Knowledge of Online Portal (Amazon, Flipkart, & Snapdeal).   **EXPORT IMPORT DOCUMENTATION EXECUTIVE:**   * Prepare commercial invoice, packing list, Non-DG, SLI, Annexure A, Annexure I, VGM, SDF & export related documents. * Coordination with Overseas Buyers, CHA, freight forwarders & Shipping Agents regarding shipments, * Prepare DDU, DDP, FOB, Ex- work shipment. * Responsible for Pre & Post Documentation, * Preparing Daily Status Report of Imports and Export Shipment. * Submitted export / import documents in bank for payment settlement Or Document Closer. * Preparation of BRC. * Tracking the consignment till it reaches to destination & informing delay/early reaching of consignment to customer with reason. * Liaison with Bank for negotiating of bank documents. * To maintain co-ordination between related department |

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| **TECHNICAL SKILLS** |
| * Tally ERP 9, Busy 18, Align books, Zoho Books. * MS word, MS Excel, MS Outlook, Internet Application, Quick books, Google Sheet, and Office Autonomous Software. |

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| **ACADEMIC QUALIFICATION:** |  | |
| **Degree / Certificate** | **Institution/University** | **Year** |
| M.COM (Pursuing) | IGNOU, Delhi | - |
| B.COM | Delhi University, Delhi | 2016 |
| Senior Secondary Certificate | C.B.S.E Board, Delhi | 2012 |
| Higher Secondary Certificate | C.B.S.E Board, Delhi | 2010 |

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| **COMPETENCIES:** |
| * + - * Fast learner, Adapt well to changes.       * Good written & amp verbal communication and presentation skills.       * Work effectively with diverse groups of people.       * Friendly with an upbeat attitude.       * Ambitious, hardworking, and committed to excellence.       * Committed to deadlines and schedules.       * Honest, Sincere with a high level of Integrity. |

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| **PERSONAL DETAILS:** |  |
| Father’s Name: | Mr. S.R. Gupta |
| Date of Birth: | 05th DECEMBER 1993 |
| Languages Known: | English, Hindi |
| Sex: | Male |
| Marital Status: | Unmarried |

## Declaration:-

I hereby declare that all the statements made in this application are true, complete and correct to the

Best of my knowledge.

**Place:** Delhi  **(AMAN KUMAR GUPTA)**

**Date:**