

RANJIT GUPTA

Current address -: Kasna, Greater Noida, 201310 (U.P)
Permanent Address -: Vill.-Amavar, Post-Kazisaray
 Dist.-Varanasi, 221105(U.P)
Contact No. -: 7617819449, 9696385084
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CAREER OBJECTIVE-

❖ Intended to work in an organization with an opportunity for professional work driven environment where I can utilize and apply my knowledge and skill which would enable me as an experienced student to grow while fulfilling organizational goals."

QUALIFICATIONS -

- ❖ High school passed in **2009** with **commerce**.
- ❖ Intermediate passed in **2011** with **commerce**.
- ❖ Graduation passed in **2015** with **B.com**
- ❖ Post graduation passed in **2018** with **M.com**.
- ❖ **MBA with FINANCE** passed from institute of Management Studies, MGKVP, VARANASI in 2020.

EXPERIENCE -:

- ❖ 2 Years experience as a data entry Operator in Common Service Center (CSC) Varanasi.
- ❖ 1 Year experience as an **Account Executive cum MIS Executive** at M/S Shri Hari Paper Product Pvt. Ltd. Kasna, Greater Noida.
- ❖ 1Year experience as an Account cum MIS Executive in C.A. Firm Sigma-3, Kasna, Gautam Buddha Nagar.
- ❖ 2 Years Exp. as a **Finance Assistant Executive** at M/S Kunshan Qtech Microelectronic (India) Pvt. Ltd. (MNC) Ecotech-I, Kasna, Greater Noida, UP.
- ❖ Currently working **Senior Executive** in Account and Finance Dep. at M/S JU Agree Science

TYPING SPEED -:

- English (30-35), Hindi (25-30)

KEY SKILLS

- Accounting Work Details- (Invoicing, Journal Entry, Book Keeping, Ledger Creation, E way bill creation, Financial Report Preparation & Challan creation).
- **GST**- GSTR-1 data preparation and filing, GSTR-2B, basic knowledge of GSTR-3B.
- Reconciliation of debtor, creditor, E waybill Vs Portal Vs Sales Register Vs E-invoice.
- Reconciliation of 2B Vs book, Basic Knowledge of GST Reconciliation.
- Basic Knowledge of **RCM** (Reverse charge Mechanism), **ITC** (Input Tax Credit), Eligible ITC and Non eligible ITC (**Block Credit**).
- **TDS** Basic knowledge- journal entry, Currently in use some **Section 194C,I(a),I(b),J(a),J(b)** for deduction, TDS & TCS Return **Form 24Q,26Q,27Q,27EQ** and Certificate form-16,16A,16B,16C, Form 26AS(Details of deduction).
- MS Word, MS Excel with **Advance Excel** (Pivot Table, Lookup, Hookup, Google sheet, Sum if, Count if, Min, Max, Average, Advance filter, dated if, Conditional Formatting).
- Email chatting, Internet surfing.
- **Accounting Software**- Tally ERP 9, Tally prime and currently use Navision.

PERSONAL SKILLS -

- ❖ Good communication skills.
- ❖ Hard working team player.
- ❖ Time Management skills.
- ❖ Loyalty & Patience.
- ❖ Ability to work as individual as well as group.

TECHNICAL SKILLS -

- ❖ **ADCA** (Advance Diploma in Computer Application) in 2013 course from Shree Computer Tarana Shivpur Varanasi.
- ❖ **DFA** (Diploma in financial Accounting) in 2015 from Gaharwar Institute Bhojiveer Varanasi.
- ❖ **PGDCA** (Post Graduate Diploma in Computer Application) in 2016 course from U.P College Bhojiveer-Varanasi.
- ❖ **CCC** (Course on computer concepts) in 2018 from Nielit.

LANGUAGES KNOWN –

- Hindi & English

PERSONAL DETAILS -

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| • Father's Name | - Mr. Vijay Kumar Gupta |
| • Mother's Name | - Ms. Vimala Gupta |
| • D.O.B | - 11-09-1995 |
| • Nationality | - Indian |
| • Religion | - Hindu |
| • Marital Status | - Married |
| • Hobbies | - Reading News paper & Surfing Internet. |

DECLARATION:-

I hereby declare that the above mentioned all information are correct in my knowledge. I am taking the responsibility for the correctness of the above mentioned particulars.

PLACE:

DATE:

SIGNATURE:

