

## Ravi Kumar Gupta

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Talented **Accounts Executive** with **4+ years' experience** and knowledge of accounting procedures seeking job at a reputed organisation.

### Competencies

Accounting Packages of Tally ERP 9, COMPUTAX software, 100 hours of ITT training by ICAI, Financial Monitoring, Analysis, Reporting, MIS, Decision Making, Communication, Accuracy, Time Management, Integrity, Multitasking, Flexibility, MS-Excel, MS-Word.

### Work Experience

Quess Corp Limited deputation at Indus Towers Limited.

**Finance Executive** 2020 - till date

U.K. Aggarwal and Associates 2012 – 2020

(Chartered Accountants, South Extension, New Delhi)

**Sr. Accounts Executive** 2017 – 2020

Articleship Training 2012 to 2015

- Managed accounting 50+ entries in tally daily i.e. Sales/ Purchase/ Journals/ Cash and bank entries for clients. Prepared Final Statements i.e. Balance Sheet, Profit and Loss Account, Income tax return and filing.
- Reconciled 10 bank statements monthly such as BRS. Consolidated TDS return, GST return and filing, statutory/ internal and bank audits.
- Prepared cash payment vouchers, check applicability of TDS provisions. Maintained 10 different financial record files in office and streamlined book keeping.
- Delivered public accounting to diverse clients – posted journal entries, bank reconciliations, cash and bank activities, debtors/ creditors management.
- Performed general accounting, bank reconciliations and MIS reporting. Managed and communicated accounts payable, receivable and followed up collection/ payment activities with more than 50 clients.
- Represented 10+ clients before tax authorities, handled tax assessments, demand, scrutiny and disputed cases.
- Computed taxes and submitted income tax returns of 50+ clients. Contributed /assist in preparation of audit planning, strategies and audit programs.
- Spearheaded inspections, inquiry and observation throughout audit including drafting and compiling of audit working papers.
- Facilitated in compilation of financial statements and compiled profit and loss account, balance sheet and cash flow.
- Initiated and submitted GSTR 3B and GSTR-1 every month for different clients. Calculated TDS and deposited by 7th of every month.
- Prepared debtors/ creditors and 26AS reconciliations. Assisted in reconciliation and filed GSTR-9/GSTR-9C.
- Led bank audit of State bank of Patiala branch. Outperformed in audits by creating different audit annexures in MS-Excel sheets and saved reporting time.
- Created sound documentation and internal control system for petty cash expenses and achieved cash expenses reduction by 15%.
- Reported fraud in audit by finding and assessing 15+ material misstatement in different ledgers.

### Education

- PGDBA. Symbiosis Centre for Distance Learning 2021
- B.Com. Delhi University 2015
- Passed both group of IPCC exam ICAI

**Personal Profile**

Name : Ravi Kumar Gupta  
Date of Birth : 1st August 1990  
Father's Name : Ram Dularey Gupta  
Gender : Male  
Nationality : Indian  
Hobbies : Listening Music & reading newspaper.

**Declaration**

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

(Ravi Kumar Gupta)

Date :

Place :