**RESUME**

**SANTOSH KUMAR GUPTA** Mobile No.9560510575

Email: csk\_gupta@yahoo.com

**OBJECTIVE : -** Intend to build a carrier with leading Corporate of Hi-Tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential and willingness to work as a key role in challenging and creative environment to provide work satisfaction to my seniors, colleagues and the Company.

**WORKING EXPERIANCE :**

Details: -

**1**. Company : **IVRCL Limited**

Post : Junior Officer (Accounts)

i) Site : DSIIDC, Bawana, New Delhi

Duration : From Nov 2011 to Till Date

* Through Knowledge in all types of voucher entry in ERP package.
* Preparing age analysis reports of creditors, PRW Contractors.
* Checking and entries passed for general vouchers.
* Checking of Work orders for PRW contractors and amendment w.o. for excess qty, rates.
* Checking of monthly PRW Contractor bills as per work order.
* Preparing the Service tax statements reports sent to Zonal Office.
* Preparing Bank reconciliation statement at the end of every month.
* Preparing and Sending Management Information System (MIS) formats to ZO.
* Reconciliation of Major materials stock quantities.
* Monthly other units, zonal office, Head Office ledger reconciliation.
* Other monthly reports like purchase details for GSTR filling.

**2**. Company : **Gannon Dunkerley & Co., Ltd.**

Post : Assistant (Accounts)

i) Site : Indiabulls Power, Amrawati, Maharastra

Duration : From April 2010 to Oct 2011

ii) Site : BILT, Ballarpur, Chandrapur, Maharastra

Duration : From April 2008 to March 2010

iii) Site : Vardhman Fabrics Site, Budhni, Sehore Madhya Pradesh

Duration : From March 2006 to March 2008.

iv) Site : Hindustan Zinc Ltd. Chitorgarh, Rajasthan

Duration : From June 2004 to Feb 2006.

**.** Preparation of cash, Bank and journal vouchers.

* Through Knowledge in all types of voucher entry in ERP Tally-9
* Passing of journal vouchers, receipts and payments etc.
* Preparing age analysis reports of creditors.
* Verifying the purchase invoices with PO and recommending for release the payments to creditors.
* Preparing and Verifying the Petty contractor bills, Hire vehicle (Machinery) bills as per work order.
* Preparation of NMR wages statements.
* Preparing the PRW TDS as per Income Tax norms.
* Preparing the Provident fund, Service tax statements as per Tax rules and reports sent to HO.
* Preparing Bank reconciliation statement at the end of every month.
* Reconciliation of supplier ledger with Oracle finance on monthly basis.
* Reconciliation with Head Office / Units monthly.

**3**. Company : **M\s. P. L. Tandan & Co., Chartered Accountants, Kanpur**

Post : **Audit Assistant.**

Duration : From October 2003 to May 2004.

**.** Concurrent audit of Allahabad Bank, Branch – Auraiya, U. P.

* Statutory audit of M/s. M. P. Udyog, Kanpur
* Statutory audit of Neoli Suger Factory, Neoli, U. P.
* Internal Audit of BSNL, Branch – Fatehpur, U. P.
* Statutory audit of J. K. Cement, Head office, Kamla Tower, Kanpur, U. P.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- |
| **School / College** | **Board / University** | **Year of complition** | **Examination** |
| D. A. V. Collage | Kanpur University, U. P. | 1999 | B. Com. |

**PROFESSIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Year of complition** | **Duration** |
| Diploma in Computer Programming & System Management | National Institute Management & Computer Technology, Kanpur, Uttar Pradesh | 1999 | 1 year |
| Article Ship Training | Institute of Chartered Accountants of India | 2003 | 3 year |

Computer skills : MS Office

Accounts Packages : ERP base accounting software, ERP Tally 9.0

**PERSONAL :**

Date of Birth : - 07th October, 1978.

Permanent Address : - N-227, Yashoda Nagar, Kanpur, Uttar Pradesh-208011

Present Address : - House No.120, Ishwar Colony, Bawana, New Delhi-110039

Contact No. : - 095605 10575 (M)

: - 098899 49869 (R)

Father’s Name : - Sri Bhagwat Dayal

E-mail ID : - csk\_gupta@yahoo.com

Hobbies : Listening Music, Reading Magazines.

Marital Status : Married

Languages Efficiency : Hindi, English.

Current Monthly salary : - Rs.31,000/-

Expected Monthly Salary : - Negotiable

## Declaration

I undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

Date:

Place: New Delhi

**SANTOSH KUMAR GUPTA**