# R AJAT GUPTA

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**P ROFILE SUMMARY**

Qualified CA PCC (Inter) with 7 years of experience in Finance and Accounting. A competent experienced having work experience in the field of Core Accounting, Financial Management, Sales & Customer Accounting, Payable & Receivable Management, Reconciliations, Financial Accounting and Taxations, Record to Report (R2R)., Balance Sheet Finalization, General Ledger Accounting

**P ROFESSIONAL SUMMARY**

* CA PCC (Inter) With 7 Years Relevant Experience.
* Sound Hand in GST, Accounting, TDS.
* Expertise in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS and documentations.
* Expertise in designing and implementing systems to achieve financial discipline and improve the

overall efficiency of the organisation.

* Strong analytical skills.
* Good relationship management & negotiation skills in liaising with customers, clients, vendors and various regulatory authorities.
* Well versed with Tally (All Versions) & MS Office.
* Experience in Xero, Handi soft, MYOB Accounting Right, Quickbooks Online (Intuit)
* Working knowledge of Australian accounting & Taxation

**A REAS OF EXPERTISE**

Balance Sheet, Reconciliations, Taxation, Auditing, Tax planning, Financial Accounting, Sales Accounting, MIS, Preparation & Filing of ITR & GST returns, Australian Tax returns, BAS, R2R, General Ledger Accounting,

**E MPLOYMENT DETAILS**

**November 2019 – April2020 As Deputy Manager Accounts & Taxation at BBW Business Services Pvt. Ltd:**

* **This organization is subsidiary of leading Australian Financial Consulting Group known as Viden Group based in Sunshine Coast Queensland and having branches in Toowoomba, Brisbane, & Goldcoast.**
* **It has various small scale & mediocre clients consists various manufactures, traders, service providers for Bookkeeping, Financial accounting, Financial & Tax Planning and other corporate compliance of Australian Govt.**

**K ey Skills**

* Processing the data provided by client to prepare their Financial Statements, Tax returns in Handisoft, BAS in Handisoft and other statements as required by clients and tax authority.
* Processing & preparation of Financial Statements in XERO Accounting software.
* Processing & preparation of Financial Statements in MYOB Accounting Right (both Online & Offline).
* Processing & preparation of Financial Statements in Quick Books online (intuit)
* Tax Planning of clients.
* Preparation of BAS in Xero Accounting software

## February 2019- Nov 2019 As Accounts Manager at Grandeur Interiors Pvt Ltd:

* **This organisation is a leading company in the field of Interiors, Imported modular Kitchens and furniture**
* **This company is direct brand partner in India for some of major furniture and modular kitchen Brands of Europe.**

**K ey Skills**

* Managing and Overseeing the Daily operations in Accounting Department.
* Handling all Accounting executives.
* Internal Auditing& Scrutiny of Books on monthly basis.
* Preparation, Filing of GST returns, TDS returns & ensuring timely compliances of statutory obligations.
* Reconciliations of Debtors, Creditors & Bank.
* Dealing with Auditors of the company.
* Control over Payroll processing & validation of Payroll Sheet.
* Preparation & Filing of ITR of Employees.
* GST & Statutory Audit

## July 2017- February 2019 RSB Systems Pvt Ltd (Registered Coal Transporter For Jaypee Power Plants) As Accounts Officer.



 **M/s Bharat Enterprises (Kanpur Based C&F Agent for Cello, Luminarc, Laopala& other Domestowares)As Accounts Executive (October 2015-April 2017)**



**M/s Rohit Surfactants Pvt Ltd As Accounts Executive (May 2013- October 2015)**

**Qualification Details**

B.Com with Major in Accounts & Finance (IGNOU) CA PCC (Inter) Qualified



XII From CBSE Board in commerce Stream

**L anguage Skills**

English & Hindi.

**P ersonal Skills**

**C omputer skills**

* Able to grasp things quickly
* Able to analyse problems
* Professional and positive attitude towards work
* Goal oriented working
* Able to analyse financial data
* Adjustable to changing environment
* Always keen to learn new things
* Able to apply knowledge
* Tally ERP. 9, Xero, MYOB Accounting Right, Quick Books online (intuit)
* MS Office
* Preparation & filing of Indian Income Tax returns, GST Returns.
* Preparation of Daily MIS, Reconciliation statements, Financial Reports, Inventory Reports, Variance & profitability analysis, etc.
* Preparation of Financial Statements & Tax Returns as per Australian Tax Laws
* Preparation of BAS from Handisoft, & Xero

**P ersonal Details**

Father’s Name – Shri. R.K.Gupta Marital Status – Single

Present Address: Flat No 701

7th Floor Aranaya Society Sector-119 Noida

(Rajat Gupta)