

MAYANK GUPTA

H.NO - 1449/12A , Street No. 10

Gandhi Marg , Durga Puri,

Shahdara,

Delhi - 110093

Contact No: 9910018930

Email: Mayankbh2014@gmail.com

Career Objective:

To pursue and excel in a growth oriented organisation in order to utilise my skills and experience for the growth and prosperity of the organisation which will simultaneously facilitate my career and professional growth .

ORGANIZATIONAL EXPERIENCE:

Organization : Garv Enterprises Group

Period : 01 July 2016 - 31 Dec 2018

Organization : Arete Professionals Private Limited

Period : 12 Feb 2019 – Present

Experience :

- Managing and directing the general administration flow of the office including establishing office policies, documentation processes/ procedures.
- 3 years experience as accounts executive in Group of firms
- Providing document support for healthy life of Accounts.
- Experience of handling of many firms at a time.
- Efficient to work on computer .
- Filing of GST and TDS Returns
- Handling of Accounts on Softwares like Busy and Tally Erp 9
- Good Knowledge of Accounts books , Bookskeeping, Accounts Recievable, Accounts Payable
- Bank reconciliation, Accounts reconciling, Data entry, Invoices Check, Monthly MIS reports
- Stock Register Maintenance, Finalization of books of Accounts Etc .
- Maintenance of Banks and happay departments of Overseas
- Processing of bank files on portal

- Documentation of banks for export and other changes etc
- Working on Bank guarantee docs and Odi docs

Scholastic:-

Intermediate from AF SCHOOL HINDAN GHAZIABAD (U.P.)
Bcom from Himalayan University

Course Undergone:-

- CPCA Course from NIFA(National Institute of Finance and Accounts)
- Computer Literacy Course
- Ms excel Ms word

Personal Vitae

Name : Mayank Gupta
Father's Name : Sanjeev Gupta
Date of Birth : 6 Mar 1996
Marital Status : Unmarried
Linguistic Capacity : English & Hindi

I am promising the professional kind of person and believe in "**HARD WORK ALWAYS SUCCEEDS**" and if given opportunity, I can prove my worth to the organization.

Date: 18 September 2019

Place : New Delhi

(MAYANK GUPTA)