CURRICULUM VITAE

**AAKASH KUMAR GUPTA**

**H.NO.276, Lokpriya Vihar**

**Khora Colony, Ghaziabad**

**U.P. - 201309**

**Contact No.: +91 9911840683**

**E-mail ID: guptaaakash86@gmail.com**

**Carrier Objectives:-**

A responsible and challenging position that will allow me to explore my abilities, skills and sense of dedication to work my duties with a sole aim of selling the progress of company.

**Job Profile:-**

* Maintaining books of accounts as per statutory requirement in computerized environment.
* Responsible for filling of VAT/GST returns, Preparation of Documents for assessment, & finalization of Departments queries, Annual assessment for VAT & Sales Tax.
* Raising Debit/Credit Notes as required to customers/Vendors.
* Payment to creditors, Follow up of payments from debtors as per P.O terms,
* Responsible to issue & collect various VAT & CST forms, file all return Monthly E return, Form 38 E Downloading, VAT Annual return Form XXVI & form XXIII.
* Manage Cash Book & cash transactions, Maintain Bank Work, Bank and Party Reconciliation.
* Maintain Income Tax (TDS) Record, Checking contractors bills & Payments, Monthly payment deposit through ECS or Cheque for Sales Tax & TDS,
* Support to audit team for finalization of books P&L & Balance Sheet.
* Working on Goods & Service Tax ( GST)
* Preparation and Filling GST Return.
* Reconciliation GSTR 2A
* Generating E-Way Bill.

# Academic & Professional Qualifications:-

* Six month computer course from MVTI, Noida**.**
* Graduation (**B.Com**) from **Delhi University**,in 2014..
* **M.Com** From **Indira Gandhi National Open University in** 2017

# I T Skills:-

* Capable to working on Net
* Ms Office
* Accounting Software Care
* Tally All Version
* GST

**ORGANISATIONAL EXPERIENCE**

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| --- | --- | --- | --- | --- |
| Professional Experience: - | | | | |
| ***Current Employer: -*** | | | | |
| Name of Employer | **M/s Reach International** | | | |
| Company Delineation | Partnership Firm | | | |
| Period | From | Mar’19 | To | Till Now |
| Designation | Accountant | | | |

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| --- | --- | --- | --- | --- |
| Professional Experience: - | | | | |
| ***Last Employer: -*** | | | | |
| Name of Employer | **M/s Abhishek Mathur & Associates** | | | |
| Company Delineation | Chartered Accountant Firm | | | |
| Period | From | May’17 | To | Jan’19 |
| Designation | Accountant | | | |

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| ***Last Employer: -*** | | | | |
| Name of Employer | **M/s Dubey & Associates** | | | |
| Company Delineation | Law Firm | | | |
| Period | From | Jan’2016 | To | Apr’2017 |
| Designation | Accountant | | | |

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| ***Last Employer: -*** | | | | |
| Name of Employer | **M/s La Residentia Developers Pvt. Ltd** | | | |
| Company Delineation | Amrapali Group | | | |
| Period | From | Sep’2013 | To | Dec’2015 |
| Designation | Accounts executive | | | |

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| ***Last Employer: -*** | | | | |
| Name of Employer | **P.L Sharma & Associates** | | | |
| Company Delineation | Law Firm | | | |
| Period | From | July’2011 | To | Aug’2013 |
| Designation | Accountant | | | |

## Personal Details:-

Father’s Name **:** Shiv Narayan Gupta

Date of Birth **:** 2th June, 1993

Marital Status **:** Single

Permanent Address **:** Aakash Kumar Gupta

Lokpriya Vihar

Khora Colony

Dist.- Ghaziabad ( U.P )

🕾 Contact No. : +91 9911840683

**Date:**……………

**Place:** Ghaziabad (Aakash Kumar Gupta)