

RAHUL.A. GUPTA

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Career Objectives:

Excellent Accounting Skills, With Experience in Oracle and Tally, Dealt with Customers and High-Level Workloads Within Strict Deadlines. Now Looking to Start New Challenging Position to Meet My Competencies, Capabilities, Skills, Education and Experience

Work Experience:

- Currently working with **ATC Telecom Infrastructure Pvt Ltd** on a payroll of **R.Jaitlia & Co.** as a **Payable Supports** From **9th Sept, 2019 to 31st May, 2020**
- Job Profile:
 - Maintaining Data of Lease Termination of Operator in Excel
 - Terminate the Lease of Operator and Posting Recovery/Payable in Oracle software.
 - Updating Bank Account, GST & PAN No. Details of Vendors in Oracle Software
 - Checking of the original invoices and passing the payment entries and deducting the necessary TDS and Prepayment on same.
 - Provide support with month end closing procedure and finance related activities.
 - Performed Accounting Corrections to ensure Accurate Records.
 - Processed Accounts Payable Transactions and Ensured That All Vendor Bills Were Paid Accurately and in Accordance with Policies and Procedures.
 - Provide supports to external departments in general accounting and functional areas.
- Worked with **MBMG Pvt Ltd** and **Uni Design Pvt Ltd** on a payroll of **Ashok Kapadia & Co.** as an **Audit Executive** From **9th Sept, 2018 to 8th Sept, 2019.**
- Job Profile:
 - Conducting Stock Audit, Finance Audit and HR audit
 - Verification of Stock on random basis on every month end.
 - Analyzed Revenue & Expenses to Ensure they are recorded Appropriately on a Monthly Basis
 - Perform general Accounts Analysis & Reconciliations including Bank Statements, Fixed Assets and Accruals & Prepaid Expenses.
 - Vouching of Purchase, Sales, Debit Note, Credit Note, Stock Transfer/Receivables, Expenses & Cash Memo
 - Verification of Bank Reconciliation Statements of the Co. of all Receipts & Payments.
 - Checking Expenses and other ledger pertaining to expenses to solve issues of books of Accounts and Citrix Software
 - Checking salary and other components of salary of employees on every month.
 - Preparation of Statutory Deduction working and verify the same with Books of Accounts and Citrix Software.

- Drafting the discrepancies and Queries in Audit report and submitted to the Head of the Account Department.
- Preparation of trial balance, income and expenditure A/c and balance sheet and its analysis.
- Filling GSTR-1, 3B on or before the Due Dates and Preparation of TDS Data for Filling Returns.

Education Qualification:

COURSE	INSTITUTION	UNIVERSITY / BOARD	MONTH & YEAR OF PASSING	DIVISION
M.com part -2 (Accountancy)	Prahladrai Dalmia Lions College of Commerce	Mumbai	Appeared	Appeared
B. Com (B&I)	Nagindas Khandwala College of Commerce, Arts and Economics	Mumbai	Apr - 2017	69.00%
H.S.C.	K.G.Mittal College of Commerce	Mumbai	Feb -2014	73.00 %
S.S.C.	SVPVV English High School	Mumbai	Mar - 2012	74.00 %

Computer Skills:

- Good experience in MS Excel
- Accounting Software known – Tally Erp 9.0, SAP & Oracle
- Internet Handling – Mailing, Web Browsing, Social Networking etc.
- Good Command over Keyboard in Typing

Other Skills:

- Good Vocabulary skill in English & Hindi at Typing & Speaking as well
- Patience and Self Confidence
- Ability to work Under pressure and time limit
- Ability to tackle tough situation
- Willing to take up responsibilities.
- Enjoy meeting & interacting with people.
- Persistent in seeking work relation.
- Good at interpersonal relations.
- Ready to learn new things.

Personal Information:

Date of birth : - 01st October 1994
Father Name : - Mr. Avadheshprasad R. Gupta
Mother Name : - Mrs. Savita A. Gupta
Nationality : - Indian
Caste : - Hindu
Gender : - Male
Marital Status : - Single
Languages known : - English, Hindi & Marathi
Hobbies : - Playing Cricket, Watching Movie

Here by assure you that all the above-mentioned information is true and correct to my knowledge.

Place:
Mumbai:

(Rahul Gupta)