**CURRICUlUM VITAE**

**SANJAY GUPTA**

House No. 354, SEC-3,

REWARI, HARYANA-123401

Mob. No.  **08168262232**

EMAIL ID **–** [***sanjay150291@gmail.com***](mailto:sanjay150291@gmail.com)

--------------------------------------------------------------------------------------------------------------------------------------------

**Career Objective**

To be fully committed to the motto of the organization and put forward a conscious effort, investing time and skills in team spirit with full dedication towards the work to achieve concrete results to meet the challenges and rise with and for the organization.

**Professional Qualification**

|  |  |  |
| --- | --- | --- |
| **Professional Qualification** | | |
| **Professional Nomenclature** | **Institute** | **Year of Passing & Marks**  **In (%)** |
| **CMA(ICWA)** | **Institute Of Cost Accountants Of India** | 1. Passed CMA Intermediate Exam in 2016. 2. Passed CMA Final Group IV Exam in Dec. 2018. 3. Appearing CMA Group III in Dec 2020. |

**Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Academic Qualifications** | | |
| **Examination Passed** | **Board/School/College**  **/University** | **Year of passing & Marks in (%)** |
| B.Com | Maharshi Dayanand  University, Rohtak (Haryana) | 2011 with 54% |
| XII Standard | HBSE | 2008 with 59% |
| X Standard | HBSE | 2006 with 72% |
| MBA (Finance) | Sikkim Manipal University | 2016 with 61% |

**Training**

* Have successfully completed six months’ computer training by cmc acadmy ,new delhi**.**

**Work Experience**

**DON BUILDING CHEMICALS (INDIA) PRIVATE LIMITED**

**Lucknow Uttar Pradesh**

**Designation- Account Executive** March2018 - March2021

# Managing Statutory compliances like GST return filing,Company law, Financial Accounting etc.

* + Computation of Tax liabilities of Company and e-filing of Income Tax Return.
  + Vouching and Verification of Vendor Invoices.
  + Preparing Bank Reconciliation Statements.
  + Preparing Cash Flow Statements.
  + Preparation of P&L, Balance Sheet and working notes to it.

Woking knowledge of TALLY software for maintaining the accounts of the firm.

**Healcare devices limited**

**Rewari Haryana**

**Designation- Trainee**  Jan2015- Jan2016

# Managing Statutory compliances like Income Tax return filing,TDS Return Filing, Company law, Financial Accounting, Sale Tax, Services Tax etc.

* + Preparation of various reports & summary for Management Information Systems[MIS].
  + Vouching and Verification of Vendor Invoices.
  + Preparing Bank Reconciliation Statements.
  + Preparing Cash Flow Statements.
  + Preparationof P&L, Balance Sheet and working notes to it.

Computation of Tax liabilities of Company and e-filing of Income Tax Return

**Computer Awareness**

1. Advance Knowledge of MS Word,MS Excel, PowerPoint, Vlook Up, Pivot Table.
2. Browsing Internet, E-mail etc.
3. Completed Information Technology Training of 100hours from Institute of Cost Accountants of India.
4. Completed Orientation Course from Institute of cost Accountants of India.

**Strengths**

1. Full devotion to the task at hand, sincerity & hard worker.
2. Ability to handle work with Leadership Quality.
3. Ability to achieve concrete results to the fullest satisfaction of the seniors.
4. Close co-ordination & team spirit at work.

Contd… 2

Page 2

**General Interests**

1. Listening Music ,cricket.
2. Reading Newspapers.

**Personal Profile**

Date of Birth : 15th feb **1991**

Nationality : Indian

Marital Status : Unmarried

Languages Known : Hindi & English

Father’s Name : Shri Ram Kishan Gupta

Mobile : 08950478926,8168262232

E-mail : [***sanjay150291@gmail.com***](mailto:sanjay150291@gmail.com)

Postal Address : House No. 354, SEC-3, REWARI, HARYANA-123401

,

**( SANJAY GUPTA )**