




Curriculum vitae

Amit Kumar Gupta
Senior Accountant

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 mramitgupta05@gmail.com

Relevant Work Experience

4.8 Years

Age

27

Profile Summary

I Am Amit Kumar Gupta; I have done MBA-Finance from MIBM Global-Noida -Delhi, and I am graduate with B. Com commerce from Himalayan University. And other I have certificate of Account & taxation by CA from Megara InfoTech. I have Total 4.8 Years' Experience as an Accountant, now I am working independent as Senior Accountant with Jain Mines & Minerals (India) Pvt Ltd, I do proper working in accounting, & I have knowledge about GST and income tax till finalization. & I am Expert in tally, MS word and Excel, Other If required, and I am ready to go for any type of your company's training & any accounting software for develop my new skill. I am looking growth company a Senior position that pays between 4 lakhs and 4.5 lakhs rupees annually, due to my skill set and experience level, but I am open to negotiate salary depending on benefits, bonuses, and other opportunities.

Career Objective: -

Looking for an organization work to obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.



Education

M.P Board (10th)	(2010) Division -I
M.P Board (12th, math's)	(2012) Division -II
DCA (Diploma in Computer Application)	(2015) Division -II
Institute-Maharishi Mahesh Yogi Jabalpur, (M.P)	
B.COM (Bachelor of commerce)	(2017) Division - I
College-Himalayan University Itanagar (Arunachal Pradesh)	
Executive MBA (Online) – (working professional)	(2021) –Division -I
Executive Master Program in Business Administration Specialization- Finance, Business, Human resource & Accounting Management.	
College-Matrix Institute of Business Management Noida-Delhi	
<u>Certificate</u>	
Account & Taxation Certificate-(2020)	
Institute- Megara InfoTech Pvt Ltd (Delhi) Certified-(ISO9001:2008)	



Work History

Senior Accountant

1- Company – Jain Mines & Minerals (India) Pvt Ltd- Sihora -Jabalpur -Madhypradesh-India

Company profile – Jain Mines production Iron ore, Consantrate,10-40 & Fines.

Work - Period – June-2021 to Present.

Work profile: -

- 1- Proper Checking Tax Invoice & supporting document then pass all accounting Transaction include Freight, journal, Purchase, Expenses etc.
- 2- Booking Proper Ledger wise purchase, spare parts, packing material and Fix Assets etc.
- 3- Daily and monthly Proper scrutiny of Books of Accounts & Maintaining proper records of all the transactions & vouchers.
- 4- working in Excel and Monthly Return filling i.e., GSTR-3B, GSTR-1 & Prepare GST -9.
- 5-2A Reconciliation with the book & follow up creditors for submit the return.
- 6- Maintain Compliance & statutory report & checking timely payment and return EPF and ESI.
- 7- Raise debit note & credit note if required.
- 8- working in excel and Timely quarterly filing & monthly payment TDS Salary and other than salary include TCS.
- 9- Reconciliation with 26AS form by our book.
- 10- Prepare and Return income tax ITR-1.
- 11- Helping the auditors and solving their queries during the interim audit and yearend audit.
- 12- Cheque Outstanding and discussion with HO for vendor payment and issue cheque and maintain Excel and entry in tally.
- 13- Monthly check bank Statement and maintain as per statement in our book.
- 14- Proper Handling cash and maintain as per Tally book.
- 15- Visit to bank various work for company.
- 16- Checking advance payment creditors and follow party's bill.
- 17- Book and follow up payment for essential expenses such as electricity, telephone, insurance, maintenance etc.
- 18- Complete Month and year -end close procedure.
- 19- Submit various reports to HO as required.
- 20- Coordinate with Vendor & making PO.
- 21- verification of stock as per tally and physical.
- 22- Proper checking Lr and amount as per given quotation then book transport bill with RCM when required.
- 23- Manage all accounting work till finalization.

Report to Management

Making MIS Report Monthly and quarterly Basis as required Management like sale Report, Purchase /Expenses Report, Budget Report financial statement report, cash flow statement report, cash Monthly report, inventory report, Account Receivable & payable ageing report, bank reconciliation report, cost center report, financial analysis report etc.

Executive Accountant

2- Company – Soltex Petroproducts. Ltd. - Dadra & Nagar Haveli, Khanvel (silvassa) -396230 (U/T)-India

Company profile - Soltex Petro Products Ltd. manufactures master batches, The Company Makes white, black, filler, UV, color, and additive master batches.

Work - Period – July-2019 to june-2021 (2 Years)

Assistant Accountant

- 3- Company – Vinod Medical Systems Pvt. Ltd. -** Dadra & Nagar Haveli, Dadra -396230 (U/T) - India Company profile-Vinod Medical Systems Private Limited manufactures medical instruments, The Company provides health care imaging, accessories and equipment, and photographic products, as well as makes hospital furniture.

Work- Period – March-2017 to June-2019 – (2.3 Years)

Work Profile

- 1- Stock transfer and manufacturing entry in tally.
- 2- maintain physical stock as per our tally data monthly and yearly basis.
- 3- making sale bill and creation e-way bill with delivery challan.
- 4- Maintain proper Document of Company Bill.
- 5-Maintain Attendance Sheet for Staff and Worker.

Additional Experience

Typist – (Hindi & English)

February -2016 To January-2017 (12 month)

I have 12-month Experience as a typist of Hindi & English from parliament office, Satna (M.P) –India



Knowledge

- **Good Command in Excel (Format, Pivot table, MIS Report, use formula with advance excel)**
- **Experience in Balance Sheet Account Preparation; Strong Bookkeeping Skills; Knowledge of Business Math.**
- **Knowledge of costing report and budgeting.**
- **Knowledge of RCM/Service tax and which ITC eligible & ineligibles.**
- **Basic Knowledge of Export /Import.**
- **Knowledge of creation of Way bill and E-Invoice.**
- **Knowledge cash/fund outflow inflow.**
- **Basic Understanding of Working capital & its requirement in business.**
- **Basic Knowledge of calculate Ratios and perform Ratio analysis.**
- **Expert in typing (40-45 words per minute, page setup, formatting etc.), & writing Email & operate outlook.**
- **Expert in computer & Good Command in Tally Prime. and create the ledger proper group and sub group.**



Languages

Hindi : Mother language
English : Intermediate in Speaking and writing



Personal Details

Father's Name : Mr. Rambhuwan Gupta Marital Status : Single
Birthday : October, 10, 1993 Nationality : Indian
Gender : Male Passport No. : T7475379

My Interest

- My hobbies include a strong love for traveling.
- Read Motivation and knowledgeable books.
- Going to the gym.

My Achievements

My company gave me a Watch on my farewell day for my good work and good behavior with the staff.

My Strengths

If there is any important work, then first I complete that work even if I have to stay till late in the night for that & I see anyone around me facing any problem, I help them.

My Weakness

I don't trust people easily, because I have fear to cheat. That's why I have small friends circle & that is good for me.

Current Address

Plot No.65,66&67, Industrial Area, Hargarh, Sihora, District -Jabalpur (MP)-483225

Native Place

H/No-25, in front of Hp gas agency, Siddharth Nagar, satna-485005, (M.P)-India.

Declaration: -

I, Amit Kumar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Date: -

Amit Kumar Gupta

Place: -