

ARVIND KUMAR GUPTA

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OBJECTIVE

Continuous progress on both professional and personal front through all round skills with experience and emphasis on assign target, hard work and team spirit thereby anticipation and meeting the challenge arising in competitive business environment.

SKILLS

- Strong analytical and problem solving skills.
- Pro-active and results oriented.
- Team player with effective interpersonal and communication skills.
- Well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadlines.
- Proficient in use of computer software Tally. ERP 9(Accounting Software), e-TDS, Payroll Software, MS Word, MS Excel, MS Power Point as well as Internet and Intranet tools.
- MS word, MS Excel, Tally ERP(CITRIX) & EIP & CEMA Accounting Package ,Tax Cloud India.

EXPERIENCE

ACCOUNTANT • RAMA CIVIL INDIA CONSTRUCTION PRIVATE LIMITED (CONSTRUCTION COMPANY) • FROM MARCH 2021 TO TILL DATE

- Bank Reconciliation (30 bank account) & Bank Balance MIS Report Prepare Book Keeping & finalized Trail Balance.
- Preparation & renewal of Bank Guarantee & fixed Deposit
- Calculation of Margin money & Bank Guarantee charges

ACCOUNTS MANAGER • MSTS & COMPANY LLP (CA FIRM) • FROM AUGUST 2019 TO DECEMBER 2020

- Bank Reconciliation & Bank Balance MIS Report Prepare Book Keeping & finalized Trail Balance.
- Knowledge of GST & TDS annual Return
- Audit Work
- Book Keeping (Tally with GST)
- Reconciliation of GSTR-3 B & 2A ,(4 States)
- Registration legal Entity Identifier
- Pan No & TDS & GST & MSME On line Applied
- Audit All Travelling experience & General Expenses
- Approvals of bills / Purchase order.
- Prepare working and documentation for audit observation.
- Maintain company petty cash.

ACCOUNTS MANAGER • HI-TECH ENGINEERS & CONSULTANTS PVT LTD (ELECTRICAL CONTRACTOR) • FROM DEC 2017 TO JULY 2019

- Balance Sheet & Scrutiny of Ledger
- Knowledge of GST & TDS annual Return & Knowledge of GSTR-9 (Tax Cloud India)
- Calculation Advance Tax
- Book Keeping (Tally with GST)
- Reconciliation of GSTR-3 B & 2A ,(4 States)
- Registration legal Entity Identifier
- Documents preparation of income tax appellate Tribunal, DCIT,CIT
- Return of Medium Small& Medium Industries

ACCOUNTS MANAGER • CIM GLOBAL INDIA PVT LTD (SERVICE INDUSTRIES) • FROM JULY 2016 TO NOV 2017

- Responsible for maintaining complete reply of the income tax individual and companies.

- Balance Sheet Reconciliation and other ledger account reconciliations & Bank Reconciliation
- Service Tax Returns and application of related accounting procedure
- Reconciliation of intercompany and capital gain
- **Goods & Service Tax Registration & other services**
- Coordination with payment collection with clients.

ACCOUNTS OFFICER • EARTH INFRASTRUCTURE LIMITED (REAL ESTATE COMPANY) • FROM DECEMBER 2013 TO JUNE 2016

- Responsible for maintaining complete accounts under R2R (Record to Report) gamut & MIS report
- Balance Sheet Reconciliation and other ledger account reconciliations
- Filling of Income Tax & TDS returns and accounting analysis
- Service Tax Returns and application of related accounting procedure
- Checking of Assured Return Payment to Customer
- Reporting to the top level management for their monthly analysis

ACCOUNTS OFFICER • BHAYANA GROUP OF COMPANIES (CIVIL CONSTRUCTION) • FROM JANUARY 2010 TO DECEMBER 2013

- Materials reconciliation with Running Bill (Diesel, Cement, Steel, Water , Labors)
- Preparation of monthly liabilities (Sundry creditors and Sundry Debtors)
- Verification of bills submitted by vendors and sub-contractors
- Rates & Quantity verification as per purchase orders

ASSISTANT ACCOUNT OFFICER & ADMINISTRATION • LARSEN & TOURBO LTD (ELECTRICAL DIVISION) • FROM JANUARY 2009 TO JANUARY 2010

- Making Attendance Record of all Employee
- Making Accommodation of Staff & Lab our Camp
- Bill Checked & Make Payment of Sub contractor & Vendors
- Site store checked with in & out material

SENIOR ACCOUNTANT • UNITY INFRAPROJECTS LTD (CIVIL CONSTRUCTION) • FROM MAY 2008 TO JANUARY 2009

- Branch Reconciliation with Head office & Branch Office & Site Office
- Day to Day site Expenses
- Verification of bills submitted by vendors and sub-contractors making payment

SENIOR ACCOUNTANT • AHLUWALIA CONTRACTS INDIA LTD (CIVIL CONSTRUCTION) • FROM JULY 2002 TO MARCH 2008

- Branch Reconciliation with Head office & Branch Office & Site Office
- Day to Day site Expenses & Record of Fixed Assets & Stock Valuation
- Bookkeeping on Different Site

SENIOR ACCOUNTANT .S.GUPTA CONTRACTS INDIA PVT LTD (SANITARY CONTRACTOR) • FROM JULY 1998 TO JULY 2002

- Bank Reconciliation & Sundry Debtors & Creditors reconciliation
- Day to Day site Expenses & Balance sheet finalization with CA
- Bookkeeping on Different Site

EDUCATION

- MBA (FINANCE) • 2011 • SIKKIM MANIPAL UNIVERSITY
- B.COM • 1995 • DELHI UNIVERSITY
- 12TH • 1992 • CBSE
- 10TH • 1989 • CBSE

PERSONAL INFORMATION

- Date of birth : 31st July 1974
- Father's Name : Jugmander Dass Mittal
- Address : A-44 ,East Krishna Nagar , Delhi-110051
- Marital Status : Married