

CA Saurabh Gupta

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CAREER OBJECTIVE

Joining an organisation where my knowledge, skill and experience can be used for growth of organisation and can enhance further.

Qualification & Certification Courses

Qualification	Year	Institution
Chartered Accountant	May,2013	ICAI
IndAS Certification	August,2018	CASA
SAP (FICO) Diploma	February, 2019	Future Technologies

Profile Summary

- Having more than 6 years of experience in Corporates having turnover of 200Cr and handled accounts and tax at PAN India Level (22 States).
- Experience of Handling team of 20 persons in Account, Finance and Taxation

Employment Detail

Usekiwi Infolabs Private Limited As Finance Manager	Nov,2019 to August,2020
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- Managing team of 5 persons ensuring books have been updated and resolving day to day queries relating to accounts and tax.
- Monthly Closing of Books of Account and preparation of MIS report relating to sales and profitability.
- Checking and Filing of GST Return, Tds Return and Equalization Return.
- Projection of monthly revenue and expenditure and comparison of same with actual and analyzing the deviation.
- Projection of fund requirement and thereafter preparation of Fixed Deposit Maturity schedule for meeting day to day expenditure.
- Ensuring compliance of Companies Act, 2013 in coordination with Company Secretary.
- Monitoring of Account Payable and Account Receivable.

Teleone Consumers Product Private Limited As Accounts and Tax Manager (Including 4.3 Year, deputed by M/s Sachin S Jain & Associates to manage Accounts and Tax at Pan India Level).	June,2013 to June,2019
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Review and Supervision of Books of Account

- Managing team of 20 persons ensuring correctly and timely posting of accounting entries at PAN India Level (22 States) and resolving day to day queries relating to accounts and tax.
- Monthly closing of Books of Accounts ensuring Revenue Reconciliation, Provision of Expenses, Bank Balance Reconciliation.
- Checking of financial part of Payroll i.e. TDS on Salary, deduction of ESI and PF and reconciliation of salary payment with books of account.

Key Skills:

GST
TDS
MIS Report
Month End Closing
Balance Sheet
Assessment
Accounts Payable
Accounts Receivable

Key Achievements

Assist CFO and Tax Consultant for appeal before Income Tax for AY 2013-14 having tax impact of Rs7Cr and got order in favour of Company.
Implementation of GST at PAN India Level
Independently handling Of Sales Tax Assessment for FY 2014-15 to 2017-18.
Handling of Department Query Relating to Opening Transition Credit under GST amounting RS 4Cr.

Taxation

- Checking and payment of TDS on salary and non-salary and filing of TDS Returns.
- Deduction of TDS on foreign remittances (15CA and 15CB).
- Preparation and filing of GST return i.e. GSTR-1, GSTR-3B.
- Reconciliation of GSTR2A with books of account.
- Distribution of ISD Credit across branches and filing of ISD Return i.e. GSTR6.

Miscellaneous Work

- Preparation of MIS Report:

Monthly Sale Report	Monthly P&L A/c	Monthly Cash Flow Statement
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- Checking of Accounts Receivable like checking of terms of discount, preparation of outstanding as on due date and forwarding outstanding to concerned department personnel, reconciliations of Ledgers with parties.
- Checking of Vendor like approval of payments, coordinating with different department personnel for bill and other outstanding, reconciliations of Ledgers with parties.
- Liaisoning with banks for foreign payments, foreign receipt, Bank Guarantees, renewal of OD limit and preparation of CMA data for OD.

Closing of Books

- Finalization of Books of Accounts and preparation of Balance Sheet as per Companies Act, 2013 and discussion with auditor to get done statutory audit.
- Preparation of Consolidated Balance Sheet as per Companies Act, 2013.
- Preparation of tax audit annexure and discuss with auditor to get done tax audit.

Government Work Liaisoning

- Liaisoning with department and tax consultants at PAN India Level for assessment and other work like GST Queries, Sales tax assessment, Income tax assessment.

PERSONAL DETAILS

Father Name : Sh. Sushil Kumar
Date of Birth : 19-02-1988
Marital Status : Married
Language : English, Hindi
Present Address : 141/5, Jacubpura, Gurgaon, Haryana-122001

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date:
Place: Gurgaon

(Saurabh Gupta)

IT Skill

MS Word, MS Excel

- *Pivot Table
- *Sum IF
- *V Lookup
- *Index

Accounting Software

- *Tally
- *Busy
- *SAP (FICO)