

RESUME

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CAREER OBJECTIVE

To be a part of growth-oriented organization, which allows me to utilize my skills and at the same time support my career advancement and personal growth while serving the organization.

EDUCATIONAL QUALIFICATION

Sr. No.	Examination Passed	Board/ University	Year
1.	Intermediate (10+2)	Board of Secondary Education, Rajasthan	2010
2.	B. Com	Rajasthan University	2013
3.	M.Com	Rajasthan University	2015

CAREER SYNOPSIS

Over 9 years of experience in Finance & Accounts and Taxation.

- Working in ACMA India as **Sr. Executive (F&A)** from July 2019 to till today.
- Worked in **BPTP Ltd** as **Sr. Executive (F&A)** from July 2018 to June 2019
- Worked in **Ansal Buildwell Ltd** as **Accounts Executive** from June 2014 to July 2018

WORKING EXPERIENCE

Organization : The Automotive Component Manufacturers Association of India (ACMA)
Designation : Sr. Executive (F&A)
Reporting : Sr. Director Finance and Accounts

The Automotive Component Manufacturers Association of India (ACMA) is the apex body representing the interest of the Indian Auto Component Industry. Its membership of over 850 manufacturers contributes more than eighty-five per cent of the auto component industry's turnover in the organized sector. ACMA is an ISO 9001:2015 Certified Association.

Responsibilities: -

- Maintaining details of vender's bills, staff reimbursement bills, retainership bills region wise & preparation of payments by cheques and other modes.
- Preparation of invoices related to members and another related program & event's participant.
- Compiling and Preparation of daily MIS Report related to daily collections and expenses for top Management and keeping proper records and back up of the same.
- Reconciliation of debtors, creditors and various bank accounts.
- Posting of all kind of vouchers such like Journal voucher, bank payment voucher, bank receipt voucher
- Preparation and scrutinizing of accounts and other related works like reconciliation of accounts, balance confirmation of various bank accounts for making balance sheet preparation.
- Responsible for resolve Internal and External Audit related issues.
- Branch Reconciliation on monthly basis.
- Voucher filing on daily basis.
- GST Returns- GST1, Gstr3b on monthly basic and resolving GSTR 1 and GSTR 3B discrepancies in Tally before return file.
- TDS Return- Deposit TDS by monthly basic and apply for TDS return filing & form 16A by quarterly basic.
- Responsible for preparing Budget for annual general activity and events/programs.
- Preparation Detail of Daily Collections & Expenses.

- Ensuring that the external audit requirements like cross checking of documents which tally with schedules are met.

WORKING EXPERIENCE

Organization : **BPTP LTD.**
Designation : **Sr. Executive (F&A)**
Reporting : **Sr. V.P. Finance and Accounts & Sr. Manager Accounts**

BPTP group one of the fastest growing group in 'Real Estate Development' having many projects in Delhi & NCR. BPTP has delivered many successful projects and also have many running projects.

Responsibilities: -

- Customers fund transfer from old unit to new unit.
- Perusal of court order, settlement deed and management's approval and preparation the data.
- Customers refund according to court order, settlement deed and management's approvals.
- Calculation of interest on days, month release basis and according to court order and MCLR rate.
- Opening broker codes in software and preparation of bills related to brokers.
- Reconciliation of Brokers, Customers and Bank accounts.
- Arranging and making payments of customer's refund and broker's bills, stamp duty, subvention interest, assured return, loan's EMI etc.
- Preparation of daily collection report and keep proper record on day, month basis.
- Data uploading in SAP using T code-CV01N,
- Preparation of customer, broker and fund transfer related various data and submitting them to the management and other departments.
- Preparation of PDC data and track proper record in SAP.
- Posting Journal Entries on Tally & SAP.
- Received amount calculation for doing the fund transfer.

Organization : **Ansal Buildwell Ltd (Real Estate Public Limited Co. Listed on BSE)**
Designation : **Accounts Executive**
Reporting : **V.P. Finance and Accounts & Manager Accounts**

Ansal buildwell ltd group has been engaged in construction & development activities for over 32 years, boasting of a range of portfolio in the field of, commercial and residential complexes, environmental upgradation projects, farm lands, hi-tech engineering projects, schools, technical and professional institutes, industrial estates, etc.

Responsibilities:

- Maintaining computerized accounting.
- Review and verification of contractor running bills with work order and purchase order.
- Arranging and making banking transactions / RTGS/NEFT/ and other online statutory payments like creation of Challans and tax deposits etc.
- Maintaining details of bills & preparation of payments by cheques and other modes.
- Preparation & compiling of Daily Bank Balance Position of all Group Companies/ Subsidiaries and Associates.
- Reconciliation of supplier, contractors & banks and Dealing with bank for related works.
- Posting of all kind of vouchers such like Journal voucher, Bank payment voucher, Bank receipt voucher
- Preparation Detail of Daily Collections & Expenses.
- Checking of Imp rest & handling cash in hand.
- Preparation of Cash Flow Statement and Fund Flow Statement of Projects.
- Debtors accounting, Reconciliation of statement of accounts, Ledger scrutiny and Statutory compliances.
- Review and verification of All Loans, EMI & Interest.

- Preparation of Monthly EMI Such like Vehicle, LAP etc. Making bills Related to Rent.
- Preparation of Balance Sheet related works like reconciliation of accounts, balance confirmation of various bank accounts.
- Preparation & reconciliation of Return GSTR-1 & GSTR-2 Data, for Group of Companies & Projects.
- Preparation Details of GST Inputs & Outputs Relating to Contractors, advocate, Security, Labor Rent Bills
- Studying the reports given by auditors and CA and submitting them to the management.

IT SKILLS

- Working Knowledge of SAP Software (FI Module)
- Working Knowledge of Financial Software (FA) & GST Related Software.
- Working Knowledge of Tally ERP-9
- Working Knowledge in TDS Plus software for TDS return related work.
- Working Knowledge of Windows Internet Explorer.
- Working Knowledge in Internet Applications, MS-Office that includes MS-Word, MS-Excel, MS-Power Point Microsoft Outlook, Internet, email etc.

PERSONAL DETAILS

Father's Name	:	Sh. Lalit Kumar Gupta (Business in Delhi)
Language Known	:	Hindi & English
Marital Status	:	Married
DOB	:	Dec-03-1992
Address	:	H.No-34/7 Gali No-5 Sanjay Colony Saboli Road Narela-110040

STATEMENT OF PURPOSE

I am an individual whose strength lies in positive attitude, hard work and a strong sense of responsibility. I believe in teamwork. I love challenges, as it tends to bring out the best in me.

Damodar Gupta