

Professional Summary-

Finance Professional with 15 years of experience in accounting. Skilled multitasked with superior work ethic and good team work, problem solving and organizational skills. Willing to take any tasks to help team. Reliable and dedicated team player with hardworking and resourceful approach. Driven to learn quickly, advanced computer proficiency. Hardworking and passionate job seeker with organizational skills.

AKHIL GUPTA

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D.O.B: - 02-Dec-1984

Passport No.: P3057109

Marital Status :- Married

Address: 3046, Tower - 3, Block – E,
Crossing republic, Ghaziabad, UP

Permanent Address:162, Gupta
Bhawan, Gandhi Nagar, Meerut

Skill Highlights

- Strong Organizer
- Good Communication
- Caring Person
- Service-focused
- Complex problem solver
- Team Collaboration

Languages

- English
- Hindi

Education

Bachelor of Commerce: Accounting
CCS University 2002-2005

Certification

- **TFAP (Tally Financial Accounting Program)**
- **TCP (Tally Certified Professionals)**
- **Certified from ICB (Institute of Certified Bookkeepers, London)**

Experience

05/2022 to till date

Accountant -Prakher & Associates

- Preparing and posting all data of different clients on Tally for finalization of financial statements.
- Bank and Vendor Reconciliation
- Auditing of Data for different clients and preparing of Audit reports after consulting with CA.
- Preparation and filling of GST returns.
- Preparation of TDS and Income Tax Returns and co-ordinate with our CA for filing of returns

08/2019 to 04/2022

Finance & Accounts Executive - Zahra International School

- Preparing reports like MIS, Income & Expenditure on daily, weekly basis on M.S. Excel for Management.
- Preparation of daily cash receipts and expenses voucher
- Receiving Fee on daily basis and transferring salary to staff
- Preparation of TDS return and PF report and ESI report and co-ordinate with tax consultant for filing of returns
- Preparation of day book and posting all data on Tally. Bank and vendor Reconciliation
- Coordinate with management based in London and CA for finalization of Financial Statement.

05/2015 to 07/2019

Accountant– Pindi Boot House

- Managing Day-to-day operations – Invoicing, Purchase Vouchers, Payment to supplier/employee and posting all data on Tally
- Coordinating and allocating team members all work regarding the receiving of good and dispatch as a Team Leader.
- Bank and Vendor Reconciliation
- Preparation of returns
- Coordinate with management and CA for finalization of Financial Statement.

09/2011 to 09/2014

Senior Officer Finance & Accounts–Wipro BPO

- Team Leader of Dispute Management Team for solving all Dispute and queries regarding invoices and payments of Vendors
- Daily coordination with all team members and allocating volume of invoices
- Daily Invoice posting on SAP, Read soft
- Weekly and monthly Audit of invoice postings

05/2008 to 09/2011

Cashier cum Accountant–Big Cinemas (A Unit of Reliance Media Works Ltd ADA group)

- Preparation of Daily MIS report and MIS Reconciliation
- Daily Cash collection and deposited to Bank
- Bank and Vendor reconciliation
- Preparing Petty cash expense on daily basis.
- Preparing monthly closing reports like (Cost of Goods Sold, P & L Report, Closing Stock Report, Total purchase report,)