

# RAVI GUPTA

A highly entrepreneurial, driven, and polished professional, possessing knowledge in Accounting, Finance, Taxation, Statutory Compliances, and Financial Reporting. Targeting Managerial Roles in Accounts & Finance Domains in areas like Financial Planning & Analysis, MIS Reporting, Statutory Compliances, and Controllership. Flexible team player & leader who adapts seamlessly to constantly evolving processes and technologies.

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## Profile Summary

Self-driven professional having of rich knowledge & experience in varied domains, Offering almost 8 years (Including 3 years of Articleship) in **Statutory Audits, Tax Audits, Financial Reporting, Financial Planning & Analysis, Operational & Strategic Business Performance Analysis** across Industries.

- Exposure to implement and overlook Accounting Policy & Procedure.
- Working closely with executive management to define **new analysis, reporting initiatives** and provide information to business (**MIS**).
- Skilled in **financial Planning & Analysis**, and analyzing P&L & cash flow.
- Experience in **Financial Reporting and Accounting** including General Ledger Preparing upto finalizing, and closing books on-month, Semi-annual and annual basis, Finalizing trail Balance, P&L statement, Balance sheet and Fixed Assets Accounting, Cashflow statements and notes to accounts in accordance with accepted **Financial Reporting Framework**.
- Well-versed with various Statutory compliances for **Direct & Indirect Taxation**.
- Adroit in liaising with Tax department (Commercial Tax & Income tax), Bank authorities, Auditors.
- Minor experience in managing audit assignments with experience in **Analytical review**, Ledger Scrutiny, Sample testing and all other audit procedures performed for **conducting Statutory & Tax Audits**.
- Goal oriented individual with the ability to multitask and pay close attention to detail, Consistent performer, and adaptable to work in a team environment.



## Areas of Expertise

Commercial & Business Financing

Financial Planning & Analysis

Accounting & Financial Reporting

Capital Budgeting

Project Management & Project Reports

Taxation & Statutory Compliance

Contract Management

Auditing & Assurance

Tender Designing & Deal Negotiation



## Soft-Skills



## Education

### Chartered Accountants

- CA (First Group) 2015
- CA Inter (2011)

### B.Com.

Rajasthan University in 2011

### Class 12<sup>th</sup> & Class 10<sup>th</sup>

Maheshwari Senior Secondary School, Rajasthan Board, in 2008 and 2016 respectively



## IT- Skills

- Experienced in working on **SAP Tally 9.3 ERP, 7.2**
- Well versed with **MS office Applications (MS Word, MS Excel, MS PowerPoint)**



## Work Experience

**Jun'21- | Associates Manager - Accounts and Finance | Hero Electronix Pvt Ltd | Gurgram**

**Area of Work: Taxation (Income Tax and GST), Financial Accounting (Balance sheet Finalization), Audit & Assurance**

- ❖ Managing and Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc. and booking the respective entries in SAP.
- ❖ Reconciling processed work by verifying entries and comparing system reports to balances.
- ❖ Maintaining historical records.
- ❖ Paying employees by verifying expense reports and preparing pay checks.
- ❖ Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- ❖ Preparing monthly tracker, Deliver timely and error-free reports, KPI dashboards, and other key process metrics to Financial & Process controls.
- ❖ Did accounts analysis and ensured continuous payment process improvement.

**May'16-Apr'21 | Assistants Manager -Accounts and Finance | - Simpolo Vitrified Pvt Ltd. | Morbi**

**Area of Work: Financial Reporting, Indirect Taxation, Contract Management, Tender Designing & Drafting**

- ❖ Responsible for finalization of accounts
- ❖ Ensured adherence to all tax and other Statutory Compliances and generation and submission of MIS to the Senior Management
- ❖ Handling all taxation matters (both Direct and Indirect) of the Company
- ❖ Supervision over Income tax /TDS Work including issuance of Form 16 and 16 A through TRACES.
- ❖ Independently handling all work related to Direct Tax, Indirect Tax, ROC
- ❖ Timely Completion al assessments under Income Tax
- ❖ Maintain all Statutory Compliance related to Company
- ❖ Handled fund management and Co-Ordination with Bankers



## Article ship Experience

**May'09-Feb'12 | Article Assistant | Sanjeev Mishra & Co. (Chartered Accountants) | Jaipur**

**Aug'08-Apr'09 | Article Assistant | Ashok Bumb & Co. (Chartered Accountants) | Jaipur**

**Area of Work: Taxation (Income Tax and GST), Financial Accounting (Balance sheet Finalization), Audit & Assurance**

- ❖ Prepared and filled statutory and Tax Audit reports.
- ❖ Prepared corporate and personal tax returns.
- ❖ Conducted statutory and tax audits of manufacturing and trading co. And Framed notices of objection.
- ❖ Calculated individual and corporate tax instalment payments
- ❖ Ensured timely completion and filling of returns
- ❖ Accounted for GST Vat, Service Tax, Income Tax related operations.
- ❖ Consistently interacted with Clients in understanding their operational
- ❖ Maintained Books of Accounts of clients.
- ❖ Handled the preparation of statutory documents for raising long term loans from commercial banks.

## Personal Details

**Date of Birth:** 12th June 1990

**Marital Status:** Un-Married

**Language Known:** English, Hindi

**Permeant Address :-** 145 Modi Nagar Near Shyam Nagar Ajmer Road Jaipur -19 (Raj)