

Rohan Kumar Gupta

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Career Objective

Motivated and detail-oriented **B.Com (Hons.) graduate** with a strong foundation in accounting, finance, business laws, and administrative operations. Seeking a full-time opportunity in a growth-oriented organization where I can contribute to financial analysis, compliance, documentation, or operations using my skills in MS Office, research, reporting, and communication.

Educational Qualification

Qualification	School / ^c University	Year	CGPA / Percentage
B.Com (Hons.)	University of Delhi	2025	CGPA: 6.23
Class XII (CISCE)	Fatima Convent Sr. Sec. School, Ghaziabad	2021	87.5%
Class X (CISCE)	Fatima Convent Sr. Sec. School, Ghaziabad	2019	80%

Core Skills and Tools

- Finance & Accounting (Tally, BRS)
- Business Communication
- Administrative Operations
- GST, TDS, PF/ESI Basics
- Research & Reporting
- MS Excel, Word, PowerPoint
- Google Sheets, Tally Prime
- Time Management, Teamwork

Work Experience

Accounts Assistant

ABESIT Group of Institutions

7 months Exp.

- Maintain day-to-day accounting records and ledger entries using Tally.
- Assist in GST returns, TDS, and EPF/ESI calculations and filing.
- Draft official agreements and formal communication emails.
- Support minor legal compliances and ROC-related documentation.
- Help prepare financial statements and ensure proper compliance documentation.
- Assist in bank reconciliations and petty cash management.

Certifications

-Investor Awareness by SEBI - Online dispute Resolution by NISM - Listing of Social Stock Exchange by NISM - ROC Compliances for CS students (learning through ICSI resources) - Advanced Excel (in progress)

Languages Known

- Hindi – Native
- English – Professional Working Proficiency