**Rakesh Gupta**  
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**Summary**

Experienced Accounts professional with over 8 years of expertise in financial management, bookkeeping, tax compliance, and budgeting. Proven ability to manage complex financial operations and ensure accuracy in reporting. Strong analytical and problem-solving skills with a keen attention to detail. Adept at using accounting software to streamline processes and improve financial performance.

**Professional Experience**

**Senior Accountant**  
*Finance Masters Pvt. Ltd.* – *Ahmedabad, India*  
*May 2018 – Present*

* Managed financial reporting, accounts payable/receivable, and payroll for a mid-sized organization.
* Prepared monthly, quarterly, and annual financial statements in compliance with accounting standards.
* Monitored cash flow, budgeting, and forecasting, improving financial planning accuracy by 15%.
* Ensured tax compliance, filing returns, and assisting in audits to avoid penalties and optimize tax savings.

**Accountant**  
*Accurate Accounts Services* – *Surat, India*  
*June 2014 – April 2018*

* Maintained accurate records of financial transactions, ensuring compliance with accounting principles.
* Assisted in the preparation of tax filings, resulting in successful audit outcomes.
* Reconciled bank statements and resolved discrepancies in a timely manner, reducing errors by 10%.

**Education**

**Bachelor of Commerce (B.Com) in Accounting and Finance**  
*Gujarat University* – *Ahmedabad, India*  
*2014*

**Skills**

* Financial Reporting and Analysis
* Tax Compliance and Audit Assistance
* Budgeting and Forecasting
* Accounts Payable/Receivable
* Accounting Software (Tally, QuickBooks, SAP)

**Certifications**

* Chartered Accountant (CA) – ICAI
* Certified Management Accountant (CMA) – IMA

**Projects**

* **Budgeting and Forecasting System:** Implemented a new budgeting system that improved financial forecasting accuracy and streamlined planning processes.
* **Tax Compliance Program:** Led an initiative to improve tax compliance, reducing the risk of penalties and optimizing returns.