

Aditya Gupta

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[Social-link_here](#)

ABOUT

I am a detail-oriented professional with strong skills and a passion for accounting and finance. Fluent in English and Hindi, I have experience in invoicing, government tender processes, expense management, and financial reporting. Proficient in Tally Prime, I ensure compliance with regulatory requirements, contributing to streamlined operations and accurate financial management.

WORK EXPERIENCE

Chaudhary Transport Company (Punjabi Bagh, New Delhi)

Computer Operator (Billing and Records)

Nov 2023 - April 2024

- Managed site operations and monthly invoicing
- Recorded expenses, posted sales and purchases in Tally Prime
- Prepared monthly salaries and generated financial reports

Rege Imaging & Cinefilms (P) Ltd., New Delhi

Computer Co-ordinator

Feb 2019 - March 2020

- Prepared quotations and invoices
- Managed government tender processes and documentation
- Ensured compliance with regulatory requirements

EDUCATION

Diploma in Accounts & Taxation - CIA

April 2022 - Oct 2023

Institute of Computer Accounts (ICA), New Delhi

Diploma in Computer Application Programme

2017 - 2018

Sardar Patel Prashikshan Sansthan (I.T.I), New Delhi

Bachelor of Arts - Political Science, Hons.

Sep 2017 - June 2021

University of Delhi

SKILLS

Quotation, Invoicing and Government Tender Process | GeM (Government e-Marketplace) | Business Accounts and Inventory Control Procedure | Taxation (GST and Income Tax) | Tally Prime with GST and TDS | Microsoft Office 365 (Windows Word, Excel, PowerPoint, Outlook) | Advance Excel | Hindi Typing (30 WPM- Kruti Dev 010)