

# **CURRICULUM VITAE**

## **RAKSHA GUPTA**

ADDRESS : B-29/133A, Gurunankpura,

Laxmi Nagar, DELHI – 110092

MOB – 9891010999 / 9891020999

E-MAIL – [raksha\\_gupta9@rediffmail.com](mailto:raksha_gupta9@rediffmail.com)

### ➤ **Career Objective**

Strive towards excellence and perfection through continuous learning and devotion towards the job offered with satisfaction to achieve mutual goal of self and organization for the development on professional as well personal level.

### ➤ **An Overview**

A Post Graduate in Economics (Hons.) from Kanpur University in the Year 1999 with more than 19 years' experience in accounting and taxation work. I started my working experience as Executive in Distribution & Supply Division of Auto Cops Company – Manufactures of Centre Locking System in Delhi and thereafter worked with Travel Corporation of India as Executive in Accounts and Credit Department with key responsibility to handled accounting of Business Travel Division. Later on worked with multinational and world's oldest and leading travel company "Cox & Kings Ltd" as Assistant Manager with key responsibility to handled accounting of all departments from 2007- 2022.

- **Worked with NCLT [ National Company Law Tribunal till 10<sup>th</sup> Jun'2022 ] :**  
After Insolvency of Cox and Kings, working for NCLT from 11<sup>th</sup> Dec'2019 to till 10<sup>th</sup> JUN'2022 under IRP ( insolvency resolution process ) team supervision. Checking all documents and billing (done for fake client with wrong GST no ). Collection of money from corporate / vendors / Hotels / Airlines etc.

### • **Current Company- UDAAN INDIA PVT LTD.**

At present (From 1<sup>st</sup> Sep'2022) working with Udaan India Pvt Ltd as Senior Manager – Credit Control (Finance), where my key responsibility in this role is to manage team of 5 people and collecting all bed debts from corporates and agents as well. (issues pending from 2017 onwards).

### **Senior - Manager- Job Applications:**

- Analyzed Customer Financial Documents for credit worthiness and set appropriate limits and terms for the customers.
- Assisted in the Improvement of the company's credit policy and procedure manual.
- Develop financial and credit reports and MIS for internal use as and when required.
- Doing reconciliations on fortnightly basis for top 10 clients by visiting them.
- Maintain the DSO (Daily Sales Outstanding).

### ➤ **Academic Credentials**

| Qualification                    | University / Board                           | Year Passing |
|----------------------------------|--|--------------|
| • Post Graduate Economics (Hons) | Kanpur University                            | 1999         |
| • Graduate Economics (Hons)      | Rohilkhand University                        | 1995         |
| • 12 <sup>th</sup>               | Khursheed Sr. Secondary School<br>(UP Board) | 1992         |
| • 10 <sup>th</sup>               | Khursheed Sr. Secondary School<br>(UP Board) | 1990         |

➤ **Professional Credentials**

| Qualification   | University / Board                           | Year Passing |
|---|--|--------------|
| • Post Graduate Diploma in IRPM (Industrial Relation & Personal Management) | Bhartiya Vidya Bhawan<br>KG Marg - New Delhi | 1997         |
| • Diploma in Basics of Air Travel & Amadeus                                 | YMCA- NEW DELHI                              | 2005         |

➤ **Organizational Insight**

| Organization  | Position                                | Period  |
|---|---|---|
| Cox And Kings Ltd ( MNCs)<br>(Tour And Travel Agency) | ASSISTANT MANAGER<br>Finance / Accounts | Joined on 05 <sup>th</sup> NOV'2007 till<br>30 <sup>th</sup> Sep'2022 |

✓ **Key Responsibility**

- Prepare submission on weekly basis by doing proper checks on commercials for each client.
- Resolves discrepancies on phone or by visiting clients and investigating documentation
- Prepare financial reports and presentations by collecting, analyzing, and summarizing
- Maintain records for internal and statutory audits.

➤ **Organizational Insight**

| Organization                     | Position                       | Period              |
|----------------------------------|--------------------------------|---------------------|
| Travel Corporation India Limited | Executive - Accounts & Credits | Mar'2006 - Oct'2007 |

➤ **Organizational Insight**

| Organization                              | Position                          | Period   |
|---|-----------------------------------|--|
| Auto-Cops India Pvt. Ltd.<br>( New Delhi) | Executive<br>Accounts Receivables | Joined on 05 <sup>th</sup> Mar'2000 till<br>Dec'2001 |

✓ **Key Responsibility**

- Looking after Distribution of product in Delhi & NCR.
- Preparation of Cost Based report on monthly basis.
- Receipts entries of collection received in various bank on daily basis.
- Weekly basis Report of total Distribution.
- Monthly Report to MD for all collections.

➤ **IT Skills**

- MS OFFICE
- ORACLE
- SAP
- Tally
- WINYATRA
- NAV
- HALO
- FACILE

➤ **Personal Information**

- Date of Birth – 03 July 1976
- Husband's Name – Mr. Manoj Kumar Gupta
- Marital Status – Married
- Nationality – Indian
- Language – Hindi & English

The above given details is true and best of my knowledge.

Date:

Place: Delhi

Yours Faithfully

Raksha Gupta