

RESUME

Mr. Arvind A Gupta

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Profile Summary

16 years of professional experience in the field of Finance and Accounting

The Big Small Events

Period: June 2022 to till date

Designation: Accounts Executive

- Managing Accounts Payables, includes foreign remittances (A1 and A2), reconciling payables, and monitoring the aging of payables. Collaborating with practicing Chartered Accountants for the issuance of Form 15CB and the preparation of Form 15CA to facilitate remittances to overseas vendors.
- Reconciliation of Accounts Receivables and Payable .
- Bank Reconciliations.
- Preparation of MIS Reports.
- Preparation of GSTGSTR1, GSTR3B.
- Fixed Asset Accounting and physical verification.
- Statutory Payments – TDS, GST.
- Filing of Returns - TDS, GST.
- Day-to-day operations i.e. scrutinizing Bank Payments, Cash Payments.
- Assisting in the preparation of financial statements for statutory and tax audit

Worked as an Accounts Supervisor with "**The Oberoi Group of Hotels**"
Nariman Point.

Period: April 2009 to May 2022

Designation: Accounts Supervisor

Banking Department & Account Payable

- Preparing Bank Reconciliation day-to-day and monthly basis and co-coordinating with the payable.
- Supervising reconciliation of TDS & payment of the same on a monthly basis and filing the returns on a quarterly basis
- Allotting Form-16A and managing any issues relating the same
- Monitoring issues relating to Income Tax demand notices and resolving the same

- Paying vendors by scheduling NEFT/RTGS and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance

INCOME ACCOUNTS

- Supervision on daily revenue / taxes tally as per Opera reports.
- Finalization of Vat, Luxury Tax, **GST** & make the payment on time basis.
- Day Audit (Room Revenue, Taxes Charges, Late charges, Housekeeping- Discrepancy tally with opera (Guest in house), Guest high balance etc.
- The room rates charged by the front office on guest folios.
- Daily City Ledger transfer and its allocation to debtor's ledger.
- Billing to parties and travel agents on timely basis.
- Follow up with parties and collection of dues.
- Reconciliation of Guest Ledger and Debtors Ledger accounts.
- Reconciliation of Banquet Advance, Miscellaneous advance & Room advance.
- Reconciliation of Credit Card (American Express, Master& Visa, Dinners).
- Daily follow up on queries found during billing and day audit.

GENERAL CASHIER

- Preparing Bank Reconciliation day-to-day and monthly basis and co-coordinating with the payable.
- Handling day-to-day Cash Transaction and Petty Cash.
- Reconciliation of Cash Collection control account (Front office as well as Restaurant) Paid out.
- Handling Foreign Currency day-to-day basis and preparing FC statement.
- Submission of RLM Monthly and Quarterly.
- Reconciliation of Cash Control Account, Paid Outs and Foreign Currency Control Account on daily basis.
- Checking Petty Cash expenses posted in to General Ledger by Accountant.
- Surprise checking of cash in different outlets as well as Front office.

Worked as an Account Assistant with "The Resort" Five Star Deluxe Beach Resort, Group of K. RAHEJA CORP PVT LTD. Mumbai

Period: June 2007 to March 2009.

Designation: Junior Accounts Executive

- Processing Vendor bills, Maintaining petty cash statements
- Reconciliation of Bank, Accounts Payables, Receivables, and sales
- Paying employees by verifying expense reports

Education

Passed B. Com in the year March 2007 from Mumbai University.

Passed H.S.C in the year March 2004 from Mumbai Board

Passed S.S.C in the year March 2002 from Mumbai Board

Key Skills

GL Accounting (AP & AR), Taxation, Reconciliation, Banking.

Tally ERP, SAP (FICO) (systems, Applications & Production in data Processing), Opera (Front office Reservation and Billing), Oasis (Back office accounting System), Microsoft Office (MS Word, MS Excel, and PowerPoint)

Personal Details

Date of Birth : March 23, 1983

Marital Status : Married

Strengths : Conceptual Strength, Analytical Ability, Adaptability, Team skills, Dynamism and continuous skill & knowledge updating

Place : Mumbai