

RAJAN GUPTA

(B.Com, CA)

Chartered Accountant

+91- 9958648303

carajangupta2014@gmail.com

PROFESSIONAL OBJECTIVE

- Contribute towards achievement of the organizational objectives by exploring the new standards of performance and adding value to the organization.

WORK EXPERIENCE

Having **more than 13 years** of experience in following companies.

- Currently associated with :-

- **JSW MG Motor India Private Limited**, in head office Gurgaon.
Working as **Senior Manager – Finance & Accounts**, from **February, 2024**.
JSW MG is the **China based MNC** having joint venture with JSW group engaged in the business of manufacturing of four wheeler motor vehicles in India with the brand name “**MG**”. Turnover of the Company is INR 8,000 crores.

Last associated with:-

- **OSRAM Lighting Private Limited**, in head office Gurgaon.
Worked as **Manager – Finance & Accounts**, from **January, 2020 to February 2024**.
OSRAM is the **German based MNC** engaged in the business of Automotive Lighting in India with the product brand name “**OSRAM**”. Turnover of the Company was INR 500 crores.
 - **Minda Automotive Solutions Limited - Ashok Minda Group**, in head office Noida.
Worked as **Deputy Manager – Finance & Accounts**, from **October, 2016 to December, 2019**.
Ashok Minda Group is a leading manufacturer of Automobile parts and accessories with the product brand name “**Spark Minda**”. Turnover of the Group was INR 4,000 crores.
 - **Intex Technologies India Limited**, in head office Okhla, New Delhi.
Worked as **Assistant Manager – Finance & Accounts**, from **September, 2014 to September, 2016**.
Intex Technologies India Limited was the Indian Mobile manufacturing company with the product brand name “**Intex**”. Turnover of the Company was INR 6,000 crores.
 - Worked **5.5 years with CA Firms**, (Deependra Anil & Associates, Kumar Chopra & Associates and Bansal Mukesh & Co.)
 - 2.0 years (2012-2014) as Paid Assistant/Staff
 - 3.5 years (2008-2012) as Article Assistant/Trainee
- Core Competencies:
 - *Finance Controller, i.e. controlling or taking care of overall Finance & Accounts, Treasury/Banking, Income Tax, GST and Internal Controls along with team handling*
 - *Finalization of Monthly Books of Accounts and Preparation of Monthly MIS Reports along with Variance Analysis with respective Budgets/Forecast presented to the Management*
 - *Preparation and Finalization of Financial Statements as per Ind AS/IGAAP along with all the Schedules & Notes to Accounts*
 - *Preparation and Finalization of all Budgetary & Forecast Reports, all other Financial Planning & Analysis related reports.*
 - *Taking care of all Audit related work (Statutory Audits, ARD/LR, IFCs, Internal Audits) i.e. from coordination & preparation of all the required data to signing of the Financials & Reports.*
 - *All Income Tax Compliance related works;*
Transfer Pricing, Tax Audit, Income Tax Returns, Computation of Income, SFT Return (Form 61A), TDS/TCS Returns, Advance Tax, Income Tax & Transfer Pricing Scrutiny Cases, etc.

FINANCE & ACCOUNTS RELATED:

- All activities related to monthly Books closure and freezing of monthly Trail Balance.
- Preparation of monthly MIS reports along with variance analysis with their respective Budgets & Forecast and presented to the Management
- Preparation and finalization of Annual Budgets and Forecasts reports
- Finalization of Annual Books of Accounts and Preparation of Financial Statements as per Ind AS/IGAAP i.e. Balance sheet, Profit & Loss Account, Cash Flow, SOCE, All schedules and Notes to Accounts, etc.
- Preparation of quarterly Limited Review Report (ARD/LR), for quarter ending interim audits
- All other Financial Planning & Analysis related reports
- Handling All Statutory Audit/Limited Review Responsibilities, i.e. from co-ordination with the Auditors (KPMG/EY/Deloitte), preparation of all the required data to finalization & signing of the Financials.
- Handling All Internal Audit Responsibilities, i.e. from co-ordination, preparation of the required data to finalization of Internal Audit & Internal Audit Report.
- Taking care of all Internal Controls related to Finance, Policies preparation & Implementation, Preparation of all the required data for IFC (Internal Financial Control) i.e. preparation of RCMs, Testing of all the controls related to all business modules on regularly.
- Taking care of All Banking & Treasury related activities, i.e Daily banking activities, weekly Cash flows & Planning, Preparation of CMA data & Projections as & when required
- Maintenance of fixed asset registers (FAR) and FA Controlling
- Regular Scrutiny of all the GLs/Ledgers.
- Physical verification of stock, review of stock movement reports
- Review and Monitoring of all Accounts payable, GRIR, Clearing GLs, and their Ageing regularly.
- Ensuring all the compliances of MSMEs, i.e. timely payment to the MSME vendors, MSME Returns, etc.
- Review and Monitoring of all Accounts Receivables, Schemes & Sales Discounts, their Ageing regularly
- Accounting Entries related to monthly provisions, sales reversals, capex, depreciation, etc.
- Review of all the Vouchers (Expenses, Purchases, Capex, Payments) entered in the Books

INCOME TAX (DIRECT TAX) RELATED:

- Handling all the work related to Transfer Pricing Compliance, i.e. preparation of all the data required for filing of Form 3CEB (PWC), TP Documentation, TP Report, TP Master Data, etc.
- Handling all the work related to Tax Audit, preparation of Form 3CD & all annexures, co-ordination with the Tax Auditors (EY) and finalization and filing of Tax Audit Report.
- Preparation of Computation of Income of the Company and Filing of Income Tax Return (ITR)
- Filing of SFT Returns (Form 61A)
- Computation of Advance Tax & deposit of the same
- All TDS/TCS related work, i.e. TDS/TCS deduction, TDS/TCS Deposits & filing of quarterly TDS/TCS Returns
- Handling Income Tax Scrutiny Cases, i.e. reply of notices, preparation & submission of all the required documents asked in the questionnaires/notice of Income tax and Transfer pricing scrutiny cases.
- Analysis of the Annual Budget/Finance Bill and implementation of the amendments made/newly introduced provisions, if applicable
- Taking care of all other matters related to Income tax & Transfer pricing.

GST (GOODS AND SERVICE TAX) RELATED:

- Handling all the operational and compliance related matters of GST
- Review of GST payable & Input Tax workings at the time of filing of GST returns
- Review of all the GST returns at the time of filing
- Taking care of all the newly introduced section/compliance for implementation of the same

COMPANIES ACT RELATED:

- Preparation of all workings related to compliance of CSR (Corporate social responsibility)
- Preparation of all workings related to Managerial remuneration and Director's commission
- Filing of Annual Return/XBRL, MSME Returns, FLA Form, DPT- 3, others/etc.

EXCISE/SERVICE TAX RELATED:

- Have done all type of work under Excise & Service Tax before it replaced by GST

PROFESSIONAL QUALIFICATIONS

S.No	Course	Board	Session/Year	Marks	Achievement
1.	CA - Final	ICAI	May, 2014	51.50%	First group Cleared in First Attempt
2.	CA - PCC	ICAI	Nov., 2009	51.83%	Both group Cleared in First Attempt (74% marks in Accounts)
3.	CA - CPT	ICAI	Feb., 2008	63.00%	Cleared in First Attempt with First Division

ACADEMIC QUALIFICATIONS

S.No	Course	Board/University	Year	Marks	Achievement
1.	B.Com	I.G.N.O.U	2012	60.00%	Cleared with First Division (Above 80% marks in Costing , Income Tax, & Management Theory)
2.	12 th	H.S.E.B	2007	59.30%	87% marks in Accounts
3.	10 th	S.L.C. Board	2005	51.63%	-

IT & SOFTWARES CREDENTIALS/PROFICIENCY

- Currently working on **SAP (HANA)**
- Worked on **BAAN LN 10.4 (Infor)**, **Hyperion (for Consolidation)**, **Tally, Busy, Vision**, etc.
- Well versed with **Microsoft Office, Internet**, etc.

AWARD AND RECOGNITION

- Awarded as **Star/Best Performer employee** of Intex Technologies India Limited for the period FY 2015-16.

MANAGEMENT TRAINING

- Completed 15 days **General Management & Communication Skills Course**, Under ICAI curriculum.

PERSONAL DETAILS

Date of Birth	: 24 th August, 1989
Father's Name	: Mr. Jaylal Gupta
Marital Status	: Married
Languages Read, Write, & Speak	: English and Hindi
Hobbies	: Like to play cricket and watch movies in spare times
Residential Address	: S-80, School block, Shakarpur, New Delhi -110092.

Date:**Place:****CA. Rajan Gupta**