

# Kirti Gupta

## Accounts Manager

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*10+ years of progressive experience as a Senior Accountant, providing management with financial information through research, analyzing accounts, and preparing financial statements. Expertise in all areas of full-cycle accounting, strong payroll background, small/medium business accounting, quarterly, and year-end tax reports.*

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## Work experience:

### Manager Accounts:

#### Talentcabin India Pvt Ltd July-21 – Feb-23.

- Monthly Accounting of different organizations.
- Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- GST Return Filling Monthly, Quarterly.
- Prepare GST data for Annual Return and share with Senior CA for final Review.
- Also, perform corrections of the accounting record to make sure that all the accounting records are accurate.
- Quarterly Filling TDS return with the help of Webtel software and generate forms 16 & 16A Accordingly.
- Corrected TDS Return when showing default error at traces.
- Review & Audit of juniors' working and correction of bookkeeping.
- Coordinate with payroll functions of all the employees of the company and prepares salary sheet accordingly.
- Review books and draft balance sheet accordingly.
- Prepare and filing of ITR, Individual, company, firm, LLP, NGO, etc.
- Accounting & bookkeeping of eight subsidiaries companies of talent cabin India Pvt Ltd, Bank Reconciliation, and other journal entries.

## Education

### Secondary & Higher Secondary School.

10th & 12th from C.B.S.E Board, Delhi

### Bachelor of Commerce

Delhi University  
2012

### Master in Finance Management

Amity University  
2017

## Courses

### Financial Accounting Course

F-Tech Institute  
2011

## Work experience:

### Senior Accountant:

#### Emsons Radio Corporation Aug-2020 – June-21

- Prepares and records asset, liabilities, revenue, and expenses entries by compiling and analyzing account information.
- Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- Coordinate and resolve various issues with banks such as cleared check differences, bank fee anomalies, and targeted balance calculations.
- Also, perform corrections of the accounting record to make sure that all the accounting records are accurate.
- Prepares TDS Excel sheet, pay taxes to govt. on due dates and file the return as per the govt guidelines
- Prepares GST Excel sheet, pays taxes to govt. on the due date and file the return as per the govt guidelines.
- Review GSTR2B and coordinate with the vendor for filling their return, so that input of GST can be claimed.

- Coordinate with payroll functions of all the employees of the company and prepares salary sheet accordingly.
- Helping workers with their issues of provident fund & ESI matters and solving them with the help of a consultant.
- Coordinate with CA for balance sheet and other statutory issues.
- Prepares vendor's cheque before the due date and informs the same to them.
- Bank Reconciled every week and share the pending debtors & creditors list with management.
- Prepares invoice & Eway-bill regular and dispatch material accordingly.
- Prepares Partner's income tax return in excel and shares with CA for further filling.
- Prepares finished goods stock details in excel and updates it daily.

## **Work experience:**

### **Executive Accountant:**

#### **G R Infraprojects Limited Aug 2018 – July 2020**

- Prepares and records asset, liabilities, revenue, and expenses entries by compiling and analyzing account information.
- Keeping proper records of Promoter's investments such as (Insurance, Mutual fund, Fixed Deposit, and Shares) and reconciling them monthly.
- Keeping proper records of Promoter's Credit Card statement and that payment would be processed on the due date.
- Prepares RTGS, NEFT, request letter for payment of vendors, and postentries in books of accounts. Prepares Balance sheet and financial account MIS and shares with management.
- Keeping records of fixed assets and property details.
- Prepares and records Secured and unsecured loans & interest, And shares the details of interest of loan monthly to the payment team for further payment process.
- Coordinate with procurement team for Suppliers' invoices and inform them if any discrepancies are found in price & quotation.
- Prepares document for advance tax payment as per govt guideline and share the details with payment team for payment purpose.
- Prepares TDS payment sheet after checking all the service invoices and sharing to payment team for further payment process.
- Prepares GST payment sheet after checking sales and purchase date and share the details with the payment team for further payment process.
- Prepare from 16 part B of promoters and share with seniors for final checking.
- Prepare income tax returns of promoters and share them with seniors for final checking.
- Coordinate with the bank for ( New Saving / current/ escrow account opening, New credit card, New Debit card, bank statement, UTR for payments, Fixed Deposit, Demat Account, and many more).
- Prepares and records other journal entries or provisions, payable, prepared entries for the complete book of accounts.
- Coordinate with the payment team for rent, Electricity, and other pending payment and share the details with them accordingly.
- Collect information about payments receivable from the project side and record payment receivable entries accordingly in books of accounts.

## **Objectives:**

### **My objectives are:**

- To monitor and maintain the annual reports of the company
- To manage the accounts and tax details of the company
- To keep the accounting details of the company up to date.
- Monitoring accounts payable transactions for accuracy and proper general ledger posting.
- Analysis of financial information assets, liabilities, and capital, and prepares balance sheets, profit, and loss statements, and other reports to summarize.
- Reviews investigate and correct errors and inconsistencies in financial entries, documents, and reports.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions.

## **Trainings:**

- SAP (Knowledge of posting entries in SAP.).

## **Work experience:**

### **Accountant:**

#### **VOIC Networks Pvt. Ltd. Dec-2014 – July 2018**

- Prepares and records invoices, and Performa Invoices and shares orders with the supplier for the material.
- Reconcile bank daily and post-payment and receipt entries accordingly
- Maintain petty cash & post entries on books of accounts accordingly.
- Prepares and records Entries of revenue & expenses and reconciles them monthly.
- Coordinate with payroll functions of all the employees of the company and prepares salary sheet accordingly.
- Prepares and records other journal entries or provisions, payable, prepared entries for completing balance sheet.
- Prepares RTGS, NEFT, request letter for payment of Suppliers, and postentries in books of accounts.
- Prepares TDS payment sheet after checking all the service invoices and taxes and filing the return accordingly.
- Prepares GST payment sheet after checking sales and purchases taxes and filing the return.
- File Income tax return of Director & Employees.
- Coordinate with the bank for (New Saving / current account opening, newcredit card, New Debit card, bank statement, UTR for payments, FixedDeposit) and many more.
- Maintain a record of Inventory details on excel with a serial number of product units and update it daily.
- Maintain Demo unit details given to vendors on excel with a serial number of the product and share the details with a sales person to collect it on time without any damage to the product.
- Prepares 15CA CB & remittance document for import payment and coordinates with the bank for further payment process.
- Maintain Cost details of every product import and record the import purchase on books of accounts accordingly.

## **Software & Skills:**

- Web Technology: outlook, IE 6.0/8, Mozilla.
- Accounts Software's: Tally 9 (ERP),Tally Prime, Busy, Visual Pay, Webtel & SAP Software.
- Office Package: MS-Office
- Organizational Skills
- Documentation
- Poised under Pressure
- Problem Solving
- Leadership quality
- Quick Learner

## **Hobbies:**

- Singing
- Dancing
- Cooking
- Playing Badminton

## **Personal Profile:**

Date of Birth – 21st Dec 1991

Language – Hindi, English

Marital Status – Married

Nationality – Indian

Husband Name – Varun Bansal

## **Work experience:**

### **Accountant:**

**Intrans Logistics Pvt. Ltd. June-2012 – Nov-2014.**

- Prepares and records invoices and couriers' original invoices to vendors.
- Reconcile bank daily and post-payment and receipt entries accordingly
- Maintain petty cash & post entries on books of accounts accordingly.
- Prepares and records Entries of revenue & expenses and reconciles monthly.
- Coordinate with payroll functions of all the employees of the company and prepares salary sheet accordingly.
- Prepares and record other journal entries or provision, payable, prepared entries to ensure all the business transaction are recorded correctly.
- Prepares RTGS, NEFT, request letter for payment of Suppliers, and postentries in books of accounts.
- Prepares TDS payment sheet after checking all the service invoices taxes and filing the return.
- Prepares Vat & service tax sheet and shares with CA for filling returnmonthly.
- Coordinate with the bank for (New Saving / current account opening, newcredit card, New Debit card, bank statement, UTR for payments, FixedDeposit) and many more.
- Prepares 15CA & CB & remittance document for import payment and coordinates with the bank for further payment process.
- Follow-up for payment from vendors through calls and email daily to ensure that no pendency show above that 30 days.

## **Work experience:**

### **Junior Accountant:**

**Mitsubishi Heavy industries April-2011 – June 2013.**

**Summary** – In this Company, I have learned more about taxes and import purchases, and branch invoicing, here I worked to prepare invoices of multiple branches and accounting within tally. Learn about posting import purchase, freight, TDS, Vat, & Service Tax journal entries, maintain a book of account more professionally, and learned about import duty & many more provisions with the help of senior guides.

## **Work experience:**

### **Assistant Accountant:**

**Netex Soft systems Pvt. Ltd. May-2010 – April-2011.**

**Summary** – In this company, I have learned to prepare invoices, coordinate with vendors and suppliers, prepared petty cash & record it in excel and share it with management, and Learn from seniors to maintain and filling document.It's a prefect start for my carrier in accounts department.

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