

# APOORVA GUPTA

[gupta.apoorva135@gmail.com](mailto:gupta.apoorva135@gmail.com)

+91 - 8955185080

79/ 144, Aravali Marg  
Shipra Path, Mansarovar  
Jaipur (Rajasthan)

---

## Objective

Detail-oriented and analytical Accountant with 6 years of experience in managing financial records, preparing accurate reports and ensuring compliance with tax regulations. Proficient in various accounting software and committed to maintaining accuracy and efficiency in all accounting tasks. Demonstrated ability to work well under pressure and contribute to the overall success of a financial team. Seeking to leverage skill and expertise to contribute to the growth and success of an organization.

## Career

### 1. Tortoise Livelihood Pvt Ltd (Formerly known as 1589 CORE)

July 2021 till date

Sr. Finance Executive

#### My roles & responsibilities

- Manage all Accounts Transactions
- Prepare MIS reports timely (Profitability statement)
- Handle monthly & annual Closing
- Reconcile accounts payables & receivables
- Ensure Timely bank payments
- Computation of Tax & prepare Return (GST & TDS)
- Assist in completion of Annual closing
- Preparing Budget forecasting

### 2. 1589 CORE (Start-Up Company)

Finance Executive

Feb 2018 - Aug 2019

#### My primarily responsibility includes

- Maintaining of Accounts Book, Bank Reconciliations
- Loans & Advances to Supplier & Staff
- Store Management
- Store Procurement
- Inventory Control
- Keeping of records book of supply material

### 3. Clarks Group of Hotel (Hotel Clarks Amer)

Oct 2017- Feb 2018

#### Accounts Trainee

- Update accounts receivable and issue invoices.
- Act as backup accounts payable.
- Reconcile ledgers monthly and quarterly.
- Month-end and year-end closing.
- Work under the supervision of a Senior Accountant.

### 4. Fortis Health Care

Front Desk Executive,

Nov 2016- July 2017

#### My primarily responsibility includes

- Collection of fees and maintain database of patients
- Schedule, maintain database of appointments and coordinate with doctors

### **Education Qualification**

<b>Degree</b>	<b>Institute</b>	<b>University</b>	<b>Passing Year</b>	<b>Percentage</b>
<i>M.Com (ABST)</i>	<i>Kanoria PG Mahila Maha Vidyalaya, Jaipur</i>	<i>University Of Rajasthan, Jaipur.</i>	<i>2015</i>	<i>61.00</i>
<i>B.Com</i>	<i>International College for Girls, Jaipur</i>	<i>The IIS University, Jaipur.</i>	<i>2013</i>	<i>71.00</i>
<i>XII<sup>th</sup> (Commerce)</i>	<i>Kendriya Vidhyalaya No.1, Jaipur</i>	<i>C.B.S.E</i>	<i>2010</i>	<i>52.00</i>
<i>X<sup>th</sup></i>	<i>Kendriya Vidhyalaya No.1, Jaipur</i>	<i>C.B.S.E</i>	<i>2008</i>	<i>55.00</i>

### **Academic Project**

*Dissertation report on Corporate Social Responsibility on Indian Banking System. The study was performed on ICICI bank which include the following objectives*

- Study new amendment in Companies Act 2013.*
- Study whether ICICI Bank follows the amendment.*

### **Additional Qualification**

- Completion of Rajasthan State Certificate in Financial Accounting(RS-CFA) in 2022 with Grade A.*
- ICP-CSR Nine Month course conducted by The Indian Institute of Corporate Affairs (IICA)*
- Certificate in E-Commerce in year 2015*
- Certificate in Cloud Computing in year 2015*
- Diploma in BANKING INSURANCE & EQUITY from The IIS UNIVERSITY, Jaipur with 65% in year 2013*

### **Skill Sets**

- MS office*
- Tally ERP.9*
- Fusion ERP Software*

### **Extra-curricular activities**

- Won Support Champion in 1589 core in 2022*
- Participated in cultural event “Dandia Beatz” held by Kanoria PG Mahila Mahavidyalaya, Jaipur in year of 2014*
- Model on “Evolution of Banking System” in exhibition held by R.B.I. in year 2013 at ICG Jaipur campus.*
- Participated as a HR Manager in revolving “Rainbow Art Gallery” in Endeavour Exhibition held by Business Management Department in International College for Girls in year 2012.*
- Participated in various sport activities conducted by International College for Girls in year 2011.*
- Participated in cultural event “X-Tasty” conducted by International College for Girls in year 2011.*

***Hobbies***

- *Listening Music,*
- *Reading Books,*
- *Swimming*

***I hereby declare that all the information is true for the best of my knowledge and belief.***

***(Apoorva Gupta)***