Miss.Hema Bharatprasad Gupta

CELL: 9689909493

hema.hemagupta@gmail.com

Address: - ‘Ashatvinayak Chowk Morevasti Chilkali pune 14

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WORK EXPRIANCE

* **Rohit Steel Works**.

Position Level- Accountant.

Duration – 1st Jan 2011 to 30th Aug 2012

* **Accrue Conveyor Products Pvt Ltd**

Position level- Accountant

Duration- 5th Dec 2012 to 30th Nov 2013

* **Bhushan Engineers**

Position Level- Accountant

Duration- 5th Jan 2014 to 31.05.2015

* **Kuksons Electronics Pvt Ltd**

Position Level- Accountant

Duration- 25th June 2015 to Till Date

Working as an Asst. Manager in Account dept. at Kuksons Electronics Pvt Ltd, Bhosari .

**Career Summary-**

* A detail oriented with excellent knowledge of accounts possesses rich experience of 5+ years of experience in financial
* Maintain computerized accounts day to day Entry in Tally ERP 9, Cash Book Ledger, Sales Register, Purchase Bills, and Journal. Maintain petty cash for daily Exp.Bank Reconciliation, RTGS, Debtor & Creditor Scrutiny,
* Return of VAT ,Excise and calculation of TDS, LBT, Service Tax and Excise duty. About Finalization.
* Submitting export document in excise office
* Prepare ARE-1 & ARE-3A document for sale against CT-1 & CT-3 form & UT-1 Bond .
* Prepare LC, BG related document
* C-form Followup for collection & File Application for C-form Issue
* Purchase, Sales Related all document Maintain.
* Maintain Petty Cash, Bank Reco.
* Payment Follow-up from Customers
* prepared salary sheet.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

**Educational Qualification:**

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| **Sr No.** | **Qualification** | **University/ Board** | **Year of Passing** | **Class Obtained** |
| 1 | M.Com | Pune University | 2013 | First Class |
| 2 | B.Com | Pune University | 2011 | First Class |
| 3 | HSC | Maharashtra Board | 2008 | Second Class |
| 4 | SSC | Maharashtra Board | 2006 | First Class |

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| **key Strengths:** |  |
| * Team Player, Friendly, Extrovert. * Professional and ‘Can do’ attitude. * Good Managerial skills. * Strong analytical skills. | | |

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| **Computer Knowledge :** |
| Tally Well Experienced with all versions of Tally.  M.S. Office Excel, Word, PowerPoint, WordPad, Notepad, Outlook, & Internet | | |
| **Hobbies:** |
| * Dancing * Playing Games | | |

**Personal Details:**

* Nationality Indian
* Date of Birth 07th March 1990
* Sex Female
* Marital Status Unmarried.
* Languages Known English, Marathi & Hindi.
* Capabilities Ability to prioritize tasks, willingness to learn,

Date:

Place: