

CURRICULUM VITAE

House No.-142, Sector-23.

Faridabad, Haryana-121005

Mobile No. **9773957853**

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MUKUL GUPTA

Career Objective

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

Carrier Profile

A confident, multi-skilled & capable accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate.

Academic Qualification

Year	Level	Board/University	School//College
2013	Class X	H.B.S.E.	Asha Public High School
2015	Class XII	H.B.S.E.	A.P.Senior Secondary School
2018	B.Com(H)	D.U.(Sol)	SOL

Work Experience

Senior Accounts Executive | WALK Experiential Marketing & Management Pvt. Ltd
Gurgaon, Haryana - August 2023 - Till Present

- ☐ Prepare, and file GSTR1 & 3B and; claim input on the basis of 2B and; follow-ups with the clients
- ☐ Deposit TDS
- ☐ BRS, Vendor Reconciliation
- ☐ Maintain books of account
- ☐ Accounting via Tally Prime
- ☐ Payroll calculation & processing

Accounts Executive | Blu-Smart Mobility Private Limited
Gurgaon, Haryana - May 2023 - July 2023

- Maintaining Books of account
- Vendor/prepaid reconciliation
- Calculation of revenue

Senior Accounts Executive | Deyor Adventures Private Limited
Gurgaon, Haryana - April 2022 - April 2023

- ☐ Prepare, and file GSTR1 & 3B and; claim input on the basis of 2B and; follow-ups with the clients
- ☐ Deposit TDS
- ☐ BRS, Vendor Reconciliation
- ☐ Maintain books of account
- ☐ Accounting via Tally ERP9, Prime
- ☐ Payment process via Bulk transfer(Net banking)
- ☐ Coordination with CA for finalizing financial statements, Audit

Senior Accounts Executive | Innovatiview India Private Limited
Noida, U.P. - November 2021 - April 2022

- ☐ Calculation Salary deduction and collection documents of Investment Proof
- ☐ Reconciliation of GSTR 2B Vs Books of Accounts Vs 3B
- ☐ Day to Day books activities

Accounts Executive | Songdew Media Private Limited
Gurgaon, Haryana - April 2019 - November 2021

- ☐ Prepare, and file GSTR1 & 3B and; claim input on the basis of 2B and; follow-ups with the clients
- ☐ Deposit TDS
- ☐ BRS, Vendor Reconciliation
- ☐ Maintain books of account
- ☐ Accounting via Tally ERP9
- ☐ Payment process via Bulk transfer(Net banking)
- ☐ Coordination with CA for finalizing financial statements, Audit

Trainee | Anil Thakur & Co.
Faridabad, Haryana - July 2018 - February 2019

- ☐ GST registration & filing return
- ☐ Shop & Establishment in Haryana
- ☐ Company Incorporation
- ☐ ITR Filing via Genius

Computer Education

- ☐ Basic Knowledge of computer
- ☐ Tally ERP9
- ☐ Excel & Advance Excel

Skills

- ☐ Ability to work in a team and lead it.
- ☐ Self-motivation and challenge-driven.
- ☐ Good Communication Skills.

Interests

- ☐ Personality Development.

Personal Details

Father's Name	Mr. Ravinder Gupta
Date of Birth	11 th June 1997
Languages known	Hindi & English

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date:

Place:

(MUKUL)