

MR. ROHIT GUPTA

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OBJECTIVE

To be associated with an organization which gives me opportunity to explore my knowledge and enables me to excel my skills in the direction of the direction of the company's growth as well as growth in my professional career.



EDUCATION

**Master of Commerce (Advance & Accounting) | Vidyalankar School of
information Technology, Wadala**

2023 – 2025

**Bachelor of Accounting and Finance (BAF) | Guru Nanak College arts science
and commerce, GTB Nagar**

2022 – 2023

70% (Average of Sem 1 to Sem 6)

Higher secondary certificate | Shri Gauri Dutt Mittal Vidyalaya & Junior College

2019 – 2020

78%

Secondary school certificate | Shri Gauri Dutt Mittal Vidyalaya & Junior College

2017 – 2018

80%



EXPERIENCE

Concentrix | Assistant Accountant (FAO, Amherst)

29th November 2024 – 1st June 2025

- Process and create vendor invoices accurately and on time using company software.
- Investigate and resolve invoice discrepancies and adjustments efficiently.
- Ensure compliance with internal policies and accounting standards.
- Communicate with vendors and internal teams to resolve payment issues.
- Maintain organized records of financial transactions and supporting documentation.

Accenture | Transaction Processing Associate

13th September 2023 – 20th September 2024

- Accurately entered and maintained high volumes of financial data in accounting systems.
- Processed invoices, validated transaction details, and ensured timely updates to financial records
- Reconciled discrepancies and supported monthly closing and reporting activities
- Collaborated with team members to ensure smooth and efficient transaction workflows



SKILLS

- **ERP & CRM Systems:** Proficient in SAP, YARDI, and Salesforce for financial reporting, property management, and customer relationship management.
- **Accounting & Finance:** Strong knowledge of bookkeeping, bank reconciliation, and finalization of accounts.
- **Taxation & Compliance:** Good theoretical knowledge of GST return filing (GSTR-1, GSTR-3B), TDS calculation & return preparation (Form 26Q, 24Q), and Income Tax Return (ITR) filing (ITR-1 to ITR-4).
- **Software Proficiency:** Advanced Excel (pivot tables, VLOOKUP, formulas), Microsoft Word, and other MS Office applications
- **Analytical & Reporting Skills:** Capable of preparing detailed financial reports, reconciling accounts, and maintaining accurate financial records



PERSONAL TRAITS

- Hard working nature person
- Soft speaker
- Enthusiastic to do new things
- Able to work individually as well as a team.



LANGUAGES

- English
- Hindi
- Marathi