

CURRICULUM VITAE

Permanent Address:

H. NO -6/404 Khatri Wara
Old Faridabad (HR),

Mob:-7048939986

Email:-mgupta301@yahoo.com

MANISH GUPTA

Current Position:

- Working as a senior accounts executive in Savvak Systems Pvt Ltd.

Academic Qualification:

- **Company Secretary (Executive level) from ICSI (Institute of Company Secretaries of India) passed in Feb. 2016.**
- **B.Com** from (School of Open Learning) Delhi University with **first division (65%marks).**
- **12th Standard** from C.B.S.E. Board with **75% marks** passed in the year 2012.
- **10th Standard** from C.B.S.E. Board with **8.6 cgpa** passed in the year 2010

Computer Skills:-

- Currently working in Tally Erp.
- Microsoft Office.
- Have worked in the ERP environment (FINSYS ERP).

Areas of work:

ACCOUNTING / FINANCE:-

- **Preparation of Sales invoices (Billing) with E-way bills and other related documents, preparation of proforma invoices and delivery challans.**
- **Handling purchase bills and journal bills and enter them in the accounting software.**
- **Bank Reconciliation Statements.**
- **Inspect cash vouchers and enter them in the accounting software.**
- **Issuing Credit notes & Debit notes to parties.**
- **Debtors and Creditors Accounts Reconciliations.**
- **Preparation of Monthly Debtors & Creditors Reports.**
- **Visiting Banks for various Financial Purposes.**
- **Preparing Cheques, Rtgs/Neft and online payments of parties.**
- **Ensuring Debtors to be realized in the given time and following them on a regular basis.**
- **Drafting Letters for various banking Purposes such as import payments and receiving payment from export parties and other banking correspondences.**

TAXATION (GST/TDS)

- **Preparing gst reconciliations and other gst related works as assigned from time to time.**
- **Assisting in preparing gst data and filing monthly gst returns.**
- **Assisting in preparing quarterly tds data.**

Hobbies:

- **Listening Music.**

Work Experience: - Total 5 .5 years +

- **Worked from 20th sept 2015 to 9th august 2018 as an **accounts executive** at **Agrim components pvt ltd** a manufacturer of rubber components for the automobile industry having an annual turnover of Rs 20-22 crores and supplier for reputed Indian auto ancillary companies.**
- **Worked in M/S **Melco India pvt ltd** from 14 sept 2018 to 7 dec 2020 a project execution company engaged in ash handling in thermal power plants having a turnover of more than Rs 100 crores and having clients like ntpc, bhel, gmr group, reliance group.**
- **Presently working with M/s Savvak systems pvt ltd from 9 dec 2020 a manufacturer of sheet metal components having a turnover of Rs.25-26 crores and having clients like Panasonic India etc.**

Personal Profile:-

Father's Name	:	Mr. Sachinder Gupta.
Date of Birth	:	14/06/1994.
Gender	:	Male.
Language Known	:	Hindi & English.
Nationality	:	Indian.

Present C.T.C: Rs.25000/-

Declaration:

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

Date:

Place: Faridabad

(MANISH GUPTA)

