

# CURRICULUM-VITAE

## Twinkle

Sector-3 Ballabgarh, Faridabad.

Ph. No. +91-9716650962

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### Professional Experience

#### Eco Tech Private Limited

Working with Eco Tech Private Limited

15<sup>th</sup> April 2019 to till now

PROFILE: Account Assistant: Responsibilities for all accounts functions including, monthly & weekly Reconciliation the Creditor's and Debtor's Account, Bank Accounts, handling day to day accounting works & GST.

#### ☐ Key Responsibilities:

- ☐ Accounts Receivable (Invoicing & Receipting)
- ☐ Accounts Payable (Co-ordinate with Vendors)
- ☐ Preparation of Audit Work & Coordinate with Auditors. (Quarterly, Half yearly & annually basis)
- ☐ Co-coordinating for filing of TDS/ GST returns
- ☐ Preparation of bank reconciliation statement
- ☐ Monitor payments and expenditures
- ☐ Maintain the general ledger
- ☐ Processing daily cash receipts
- ☐ Documenting all account all accounts payable transactions
- ☐ Able to prepare financial statement as per requirements
- ☐ Recording all cash activity on a daily basis
- ☐ Enter accounting entries for Sale, Purchase, Journal, Credit note, Debit note, Cash & Bank.

#### Fair Products India

Worked with Fair Products India

5<sup>th</sup> June 2017 to 10<sup>th</sup> April 2019

☐ PROFILE: Account Executive: Responsibilities for all accounts functions including, monthly & weekly Margin Sheet and Reconciliation the Creditor's Account & Bank Accounts.

#### ☐ Key Responsibilities:

- ☐ Accounts Receivable
- ☐ Accounts Payable
- ☐ Taxation: Basic knowledge of GST
- ☐ Deal with Banks & Reconciliation the Bank & Branch Accounts. (Daily basis)
- ☐ Preparation of monthly MIS

□ Areas of Exposure:

▮ Handling of General Accounting:

Preparation of Vendors Payment, Maintaining of day to day all Accounting Transactions i.e. Cash & Banking Transactions, Purchase Voucher & Journal Voucher etc. Preparation of Expenses Analyses Sheet on Excel. Preparation of Audit related work.

▮ Suppliers Payments:

Controls of Accounts Payable Module to handle Creditor Handling, Payment made after Verification of bills with regards to other related documents regarding payment.

▮ Handling of Debtors:

Checking of Sales Invoice and Follow Debtors.

▮ Other Responsibilities:

Checking & verification of Travelling Exps. /DA, Medical bills etc.

Processing of payroll.

Ensure timely deposit of statutory payments.

Reconciliation of Bank Accounts.

Customers / Suppliers / Branch Reconciliation

**Educational Qualifications:**

M. Com from (IGNOU)

B. Com (Delhi University)

12<sup>th</sup> from H.B.S.E, Haryana

10<sup>th</sup> from H.B.S.E, Haryana

**Computer Skills:**

Basic & Essential knowledge of computer as well as Extensive internet usage.

Six months' diploma in Computer Software MS WORD, MS-EXCEL, POWERPOINT, INTERNET etc. TALLY versions 9.0, ERP-9, Busy win

**Personal Vitae:**

Marital Status: Un-Married

Address: # Sector-3 Ballabgarh, Faridabad.

Ph No. +91-9716650962, +91-9958804298

Date of Birth: 31<sup>st</sup> Oct'1995

Family Background:

Father's Name: Mr. G P Gupta

Mother's Name: Mrs. Pratima

Date: -

(Twinkle)

