

MAYANK GUPTA

MALE

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📍: Krishna Nagar, Delhi – 110051

CAREER OBJECTIVE

To be a vital part of an organization that encourages learning and has a proactive working environment and that will promote an opportunity, growth and security to my career.

WORK EXPERIENCE

Mukesh Gupta & Associates	GST Consultant at BECIL	August 2019 – Till Date
Roles & Responsibilities	<ul style="list-style-type: none">➤ Recording the financial transaction of a business in Tally of Client books i.e., BECIL.➤ Preparation of E-Way Bill.➤ Calculation of GST payable and ensure timely payment of statutory dues.➤ Preparation and file of GST returns of Company.➤ Preparation various Reports, MIS and reconciliations as required by the management.➤ Prepare and file GST audit for F.Y 2017-18, F.Y 2018-19 & F.Y 2019-20.➤ Dealing with vendors about the non-compliance of GST.➤ Helping in preparation of various reports in Statutory Audit of F.Y 2019-20.	

Gigantic Infotel (P) Ltd.	Accountant	August 2018 – January 2019
Roles & Responsibilities	<ul style="list-style-type: none">➤ Recording the financial transaction of a business in Tally.➤ Carrying out Bank reconciliations.➤ Invoicing (Sale and Purchase)➤ Preparation of E-Way Bill➤ Stock Verification➤ Monthly Reporting about status of Company➤ Calculation of TDS and GST payable and ensure timely payment of statutory dues.➤ Preparation of TDS and GST returns of Company.	

Onus Travel Solutions

Accountant

August 2017 – January 2018

Roles & Responsibilities

- Recording the financial transaction of a business in Tally.
- Carrying out Bank reconciliations.
- Calculation of TDS and GST payable and ensure timely payment of statutory dues.
- Preparation of TDS and GST returns of Company.

S S P J & Co.

Paid Assistant

September 2015 –August 2017

Roles & Responsibilities

- Recording the financial transaction of a business in Tally and other bookkeeping software.
- Carrying out Bank reconciliations.
- Prepares financial statements by collecting, analysing, and summarizing account information and trends.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Calculation of VAT, Service Tax, Excise Duty, TDS and GST payable and ensure timely payment of statutory dues.
- Preparation of VAT returns, Service Tax returns, ROI, Goods & service tax and TDS of individual/HUF/Company etc.
- Actively involved in carrying out the Stock verification and maintenance of stock records of different clients.

SKILLS DEVELOPED

- Detail Orientation
- Reconciliation
- Tax Compliance
- Team Work and Time Management
- Year End Reporting

ACHIEVEMENTS

- Appreciated for effective and efficient completion of work on various occasion by the seniors.
- Appreciated for streamlining the book keeping procedure of one of the client engaged in work contract nature of business.
- Given an opportunity to train 3 new CA articles and appreciated for the same.

SCHOLASTIC RECORD

S.no.	Degree	Institute
1.	CMA - Final (Persuing)	The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)
2.	B.Com (Prog.)	University of Delhi
3.	12 th (CBSE)	Sarvodya Boys Senior Secondary School
4.	10 th (CBSE)	Sarvodya Boys Senior Secondary School

OTHER CERTIFICATION

- 6 month certification course of Data Entry Operator from Industrial Training Institute.
- Computer training certificate from ICWAI

IT PROFICIENCY

- **Advance knowledge of Excel.**
- Advance knowledge of TALLY ERP 9, Busy and Genius.
- Accustomed to working in computerized LAN enabled environment.
- Good knowledge of Word and PowerPoint.

PERSONAL INFORMATION

Father's Name	Sh. Man Mohan Das
Date of Birth	12th Sep, 1996
Marital status	Single
Languages Known	English and Hindi
Hobbies	GYMing
