

CURRICULUM VITAE

VIJENDRA GUPTA

Current Address:

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Career Objective:

To Achieve the position of “Financial Analyst” in your company, where I can use my accounting and analytical skills for the efficient financial unit in the firm, thereby contributing towards the growth of the organization.

Education:

- 10th from U.P. Board Allahabad, passed in 2007.
- 12th from U.P. Board Allahabad, passed in 2009.
- Bachelor of Commerce (B.Com) from Avadh University, Faizabad in 2016.
- Master of Commerce(M.com) from Avadh University, Faizabad in 2018.

Professional Qualification:

- ADCA (Adv. Dip. in Computer App.) from Awadh Educational Society, Govt. of India in 2011.
- CCCA (Certif. course in Computer Accounting) from Singhanian University, Jhunjhunu (Raj.) in 2012.

Experience:

Accounts Payable Executive- (Vendor Management)

Mar 2018 to Present

Tikona Infinet Pvt Ltd.

(It's provide lease line & Internet services across the country)

- Invoices validation as per Government Tax Regulatory.
- Commercial validation of claim & invoices submission to finance.
- Examination of Po's which is creating by Oracle team.
- Maintain Commercial Billing on day to day basis.
- Vendor Account reconciliation and sign off on quarterly basis.
- Monitoring vendor payouts with accuracy and respective timelines.
- Circulating TDS certificates to vendors as per given TAT.
- Maintaining vendor MIS and providing reporting inputs for respective vendor accounts.
- Preparation of Various reports as per management requirement.
- (All P2P Process).

Financial Analyst

Aug 2014 to Mar 2018

MB Fund Administrator Pvt Ltd

(It's provide accounting services to investment banking company)

- Prepare Quarterly and monthly Financial Reports.
- Preparation of Monthly Budget & Periodic Forecast.
- Forecasting and budgeting on monthly basis cash flow and sales volume.
- Implement and work with a Business Intelligence Tools and Dashboard Report
- Record cash transactions from bank activity.
- Responsibility for account receivable, payable and Bank Reconciliation.
- Maintain support schedules of accruals for income and expenses.
- Monitor fund movements and investments of portfolio companies.
- Prepare and distribute the notices to partners via the Investor Library.
- Gathering financial information from various sources.
- Track currency exchange rate on current market & validate appropriate report.
- Manage day to day bank liaison.
- Input all transactions into QuickBooks, Tally & other various tool.

Account Executive

May 2012 to May 2014

TEI Medias Pvt Ltd (Repair maintenance services and manufacturing in advertising outlet)

- Performed bookkeeping/accounting duties, including accounts payable and receivable, reconciliation.

- Maintain Bank Reconciliation.
- Maintain Petty Cash Book and Accounts.
- Maintain day to day Accounts & reporting Managing Director on time to time.
- Prepare asset, liabilities and capital account entries by compelling and analysing account information.
- Responsible for Invoicing and coordinate with client.
- Manage Imprest Expense.
- ESI Preparation.

Skills

- ❖ Advance Excel (VLookup, Pivot table and Conditional formula etc.), Access and PowerPoint.
- ❖ Budgeting & Forecasting, Variance Analysis, Financial Planning and Analysis, Account Reconciliation, Finalize Financial Reporting, Private Equity.
- ❖ Prepare return TDS & GST. US Payroll.
- ❖ QuickBooks (Online & Desktop), Tally ERP 9, Oracle 8.0

Personality Traits:

Good communication skills in verbal and written both.
 Ability to produce quality result in pressure situations.
 Ability to work in group(Team) environment.

EXTRA CO- CURRICULAR ACTIVITIES-

Academic: –

National Service Scheme (NSS):-

Certificate Awarded during Graduation in 2012 at college Baba Baruaa Das P.G. College Paruiya Ashram Ambedkar Nagar.

Hobbies/Interests:

Watching movies, Listening to music, Reading newspaper.

PERSONAL INFORMATION: -

Father Name: - Mr. Ram Pher Gupta
 Date of Birth: - 5th June, 1992
 Language:- Hindi & English

Thanking you for your consideration,

Date:

Vijendra Kumar

Place: Delhi