

Application for position of Chartered Accountant

Dear Hr.,

I am writing this cover letter to your company seeking a Chartered Accountant for your origination. I have the experience, education, and credentials you are looking for in an applicant, and so, I have attached a resume with this cover letter.

For the past 1 year and 10 months, I have Associated with Fair Export Pvt. Ltd. as a Chartered Accountant and have much success and experience to offer from this position and I have more than 7 Year working experience. I am fully capable in all aspects of the role and can handle internal and external auditing, systems design, Budgeting, Financial Planning, Fund Management, Costing & Variance Analysis, MIS Reporting, GST, Sales Planning & Analysis.

I am absolutely accurate, quick, and offer quality work in every part of my job. I have experience into process improvement, Accounting, Finance, Audit, Taxation, basic accounting, and statutory audits Budgeting, Financial Planning, Fund Management, Costing & Variance Analysis, MIS Reporting, GST Sales Planning & Analysis.

I am looking forward to meeting you in person, so that I can discuss with you more about this Chartered Accountant position, and what assets I would bring your firm, if hired. Please use the above contact information to contact me, after you have read through this cover letter and resume. Thanks so much for your time and consideration.

Yours Sincerely,

Rahul Gupta

Encl: Resume

CA. Rahul Gupta

MBA (Marketing & Operation)

E-mail id: ca.rahulgupta55@gmail.com

Ph: 9555220504/9278034413



Key Achievements:

- ✓ **Develop and Implement Budgetary Control System** within Organisation. It has reduced annual maintenance cost by **INR 2.Cr** in Win Medicare Ltd, Delhi.
- ✓ **Development of process for physical stock** verification by own team, to save outsourcing cost of **INR 5 Cr.** in Toyo Ink India, Delhi.
- ✓ **Cost Reduction of Business Process Cycle Time and Inventory Control** in Win Medicare Ltd, Delhi.
- ✓ **Development of credit control and customer rating system**, resultant **NPA's below 2%** In Fair Export Pvt. Ltd.
- ✓ **Successfully Implement Logistics software.** It reduce cost and Improve efficiency in Fair Export Pvt. Ltd

CORE COMPETENCIES

- **Benchmarking & Cost Reduction, Budget & Costing Variances Analysis**
- **Internal & Statuary Audit Controlling, Taxation – Direct & Indirect**
- **MIS & MBE Reporting, Account Reconciliation, Payables & Receivables**
- **Strategic Planning, Project Valuation for New Unit Setup, Make & Buy, Risk Analysis, Capital Budgeting like DCF, Payback, IRR**
- **Company and other Labour Laws**

PROFILE SUMMARY

Chartered Accountant with 7 years' experience in the field of accounts & finance.

- **Expertise in spearheading corporate and financial planning initiatives** in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS.
- **Expertise in designing and implementing systems** to achieve financial discipline and improve the overall efficiency of the organization.
- **Strong orientations in Accounts & Finance, performing all Accounts functions** for Accounts staff such as hiring, training, interviewing, evaluating performance, scheduling work, conducting staff meetings, resolving concerns or disputes.
- **Good relationship management & negotiation skills** in liaising with Banks, other financial institutions and various regulatory authorities.
- **Well versed with ERP, Tally ERP 9, SAP, etc.**
- **Determining financial objectives. Designing & implementing** systems, policies & procedures to facilitate **internal financial control.**
- **Developing** and updating accounting, **finance and management**

Personal Qualities:

✓ Proactive	✓ Self Starter
✓ Never give up attitude.	✓ Strong analytical and logical skills

A) **Knowledge and Working Experience under Corporate & Professional Key Assignment:**

Work Experience	Work done
<p>1. Fair Exports (India) Limited (Subsidiary of Lulu International)</p> <p>Fair Exports is a leading food export manufacturing company. Established in 1991, the company is one of the India's largest manufacturers and exporter of spices, fresh fruits, vegetables, Frozen Food, lentils, and a good range of garments.</p> <p>Position Held: Deputy Manager-Finance & Strategic</p> <p>Period: Feb 2020 to till</p>	<ul style="list-style-type: none"> • Budget & Target Working Forecasting & Formulating Budget, Financial Analysis, Variance Analysis and Corrective Action also • To determine Variance Analysis in projected and actual results and implementing corrective actions on periods basis from week on week to year on year. • Strategic Planning • Project Valuation for New Unit Setup, Make & Buy, Risk Analysis, Capital Budgeting like DCF, Payback, IRR • Sales Person Incentive Calculation & Finalisation Incentive Policy • Sales & Production Planning, Procurement Planning Analysis, • Directly Reporting to Managing Director/CFO/GM- Sales • Risk Analysis & Assessment, Business Trend Analysis, Risk Management, Process Control & Development, Variance & Cost Analysis, • Preparation of Accounts Receivable and Payable, Follow Recovery procedure & Credit Control • Financial Control Management (Lease & Buy), Business risk advisory, • Profitability and Cost rationalization measure, • Involvement in developing and negotiating with vendors for timely procurement of materials at favorable terms • Involvement in Customise ERP Implementation, • Party wise credit limits setup.
<p>2. Sashi Ranjan & Co.</p> <p>A professionally run Chartered Accountancy and Consultancy & Legal firm based at Delhi, provides services such as accounting, management consultancy services, taxation, payroll etc.</p> <p>Position Held: Assistant Manager</p> <p>Period: Aug 2013 to Jan 2020</p>	<ul style="list-style-type: none"> • Preparing MIS reports and other statements to provide feedback to top management on financial performance. Unit wise Profitability & Working on Month end closing • Review of Bank/ cash /Debtor and creditor reconciliations on monthly basis & reporting to the management. • Preparation of financials periodically for audit purposes, Handling Auditors, and client queries. • Responsible for day-to-day accounting, Tax compliance & Preparation & Finalization of Accounts, Working on Balance Sheet As per IndAS, CMA Data, Financial Analysis, Revenue & Fund management

<p><u>Work under Shahi Ranjan Firm</u></p> <ol style="list-style-type: none"> 1. North East Transmission LTD. 2. Win-Medicare Pvt. Ltd. 3. Hindustan Power Project Ltd. 4. Moser-Baer Electronics Ltd. 5. Pilot Industries Ltd 6. SPJ Group 7. Arihant Electricals Group 8. Radico Khaitan Ltd. 9. Toyo Ink (Ind) Pvt. Ltd. (Subs of Toyo Ink Japan) 10. Intex technologies India Ltd 	<ul style="list-style-type: none"> • Design of system for brining focus of sales and product of high margin brands, without disclosing margins. • Design of systems for making HR / Finance to be responsible for OH cost. • Redefining KRA/KPI and link them to organization objective up to level 3 • Redesign of incentive system and hand holding for 1 quarter post Implementation. • Review of all Departmental policies and improve & Review of agreements and explore possibility of terms • Providing opinions relating to accounting standards with the consideration of Income tax • Physical verification of Inventory and Fixed Assets, Management Reporting (MIS), • Internal Audit & Internal Control Measures, Vat Audit, Cost Analysis, Financial Analysis & Decision, Due Diligence for various projects, Management by Exception Report (MBE Report), • GST (Service Tax) & TDS compliances • GST Implementation and Advisory work Involving Preparing GST Annual Return and GST Audit. • Compliance under Labour laws, Payroll Processing (like PF, ESIC), Implementation of CORP HR software, Employee Turnover/Attrition Ratio Analysis with Corrective Action.
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B) Knowledge and Working Experience Under Training

Direct Taxation	<ul style="list-style-type: none"> ✓ Compliance Tax Consulting & Advisory under Income Tax Laws ✓ Tax Audits of various proprietary and partnership concerns, companies, trusts, schools, temples. ✓ Review issues involving the tax conventions and other treaties.
Indirect Taxation	<ul style="list-style-type: none"> ✓ Handling of GST (Service Tax) and vat compliances. ✓ Preparation and filling of GST returns under GST.
Compliances under various Law	<ul style="list-style-type: none"> ✓ Filing of returns of the companies with ROC. ✓ Liaising with govt departments & regulatory authorities ✓ Compliance under Partnership Act, Trade Mark Registration ✓ PF/ESIC Registration
Internal Audit	<ul style="list-style-type: none"> ✓ Statutory Audits of manufacturing companies, hotel chains, trading companies, share broker business.

Qualifications:

Professional Qualification:

Particulars	Year of Passing	Name of Institution
MBA production & Marketing	Aug 2020	Swami Vivekanand Subharti University
CA	Nov 2016	ICAI

Academic Qualifications:

Particulars	Year of Passing	Name of Institution	University/ Board
B. Com	2012	SOL	DU Delhi
12th Standard	2009	D.A.V Delhi	CBSE
10th Standard	2007	D.A.V Delhi	CBSE

IT & Other Skills

- ✓ Pursued 100 hours of IT training by ICAI
- ✓ Pursued 15 Days GMCS (Management Communication Skill)
- ✓ **Have 100 hours of IIM Ahmadabad Case Study Experience**
- ✓ Working knowledge on accounting packages. (Tally, Busy, ERP, SAP & RAMCO, ZERO, QuickBooks)
- ✓ Internet Savvy, Proficient in MS Office

Interest and hobbies:

- ✓ Listening to Music

Personal Vitae:

Date of Birth : 06th January, 1992
Material Status : Married
Language Known : English and Hindi
Permanent Add. : 9/7602, Street No-13, Amar Mohalla, Raghubar Pura
No-2, Gandhi Nagar, Delhi-110031
Father Name : Mr. Rajender Kumar Gupta

Place: New Delhi

Date:

(CA. Rahul Gupta)