

CURRICULUM VITAE

PRAVEEN KUMAR GUPTA

Address:

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OBJECTIVE

To reach a challenging position where I can effectively contribute my experience coupled with knowledge in Finance & Accounts to a reputed organization. ‘

WORK EXPERIENCE

- Total Work Experience – More than 20Years – the detail as below:

ETT Group - (Since Oct '07 to till date)

ETT Group – (*formerly known as Indian Express Multimedia Ltd.*) is a leading company in **Infrastructure Developer** (IT Park) in Delhi & NCR. It develops commercial Building & provides spaces to such clients as TV18, AMWAY, IBN Broadcast Ltd. Oracle etc. I am serving to the organization as **Senior Manager - Finance & Accounts** since October 2007.

Work Profile at Present

- Finalization of Financial Statement / Balance Sheet Standalone and Consolidated as per Indian Accounting Standard and as per SEBI' Guidelines;
- Preparation of Financial Result Quarterly, Half Yearly and Yearly according to guidelines of SEBI & Schedule III of Indian Accounting Standards;
- Audits: Coordinating for yearly Stat Audit , tax audit & any other audits as per local regulations alongwith & Internal Audit- Quarterly, Half Yearly and Yearly basis;
- Introducing Internal Control and Monitoring internal control on Project;
- Supervision of all Books of Accounts of 08 companies (Parent company and its subsidiary alongwith associate company);
- Reporting on all legal, accounting and miscellaneous work to the CEO;
- Verification of Vendor /Contractor Payment;
- Weekly & Monthly MIS;
- Budgeting - Quarterly, Half Yearly and Yearly;
- Assisting / Handling Income Tax cases preparation /Assessment with the Income Tax Department;
- Supervision and responsible of TDS deduction ,payment and Return filling on time;
- Handling & supervision of GST related work i.e All GST Returns, monthly, quarterly & Annually.
- Ensuring smooth and flawless financial operation by maintaining & finalizing Books of Accounts, Manage Account Payables and Receivables;
- Co-ordinate & liaise with all Vendors and Clients;
- Supervision and responsible for processing salary;

- Month end Closure liaisoning with Accounts Team: Tracking and follow-up for timely book closure with both RA & Accounting team (including integration costs). Reconcile the tally data to ensure costs/revenues are booked in correct GL's & CC's.
- Maintaining the Statutory Compliances, Bills Verification and Correctness of the Accounting,
- Liaison with Bankers for Project Financing, Rent Discounting and LAP.
- Handling Land acquiring process by giving my knowledge to check all documents of properties and do due diligence report.
- Handling of saleable project situated at NOIDA by giving my complete legal knowledge from allotment of unit to till execution of Lease/ Sale Deed.

Hindustan Unilever Ltd. - Jan'05 to Oct'07

Worked with a Channel partner of Unilever Ltd., top one Supplier of Hindustan Unilever Ltd. in Delhi, Noida & Gurgoan. I was serving the organization as **Finance & Accounts - Officer**

Work Profile

- Responsible for supervising of Books of Accounts;
- Checking & signing of daily routine Vouchers on daily basis;
- Responsible for processing of salary on timely;
- Responsible for TDS Calculation, Deduction, Deposit & Return Filing on timely (Salary & Other Than Salary);
- Responsible for UP Sales Tax / VAT deduction, Challan & Return Filing on timely;
- Handling of Bank Accounts, Loan repayment, Checking & Control on Interest payment;
- Handling of Bank Reconciliation on Monthly Basis;
- Handling of Income Tax matter, Sale Tax / VAT & UPVAT;
- Handling of FBT & Service Tax, Advance Tax;
- Responsible for Form 16 & 16A as per Income Tax Act;
- Handling of Finalization of Balance Sheet;
- Supervising of all juniors to do daily work correctly;
- Maintaining the Statutory Compliances, Bills Verification and Correctness of the Accounting.

M/s S.K. Mighlani & Co. April '04 to Dec'05

M/s S.K. Mighlani & Co. a Chartered Accountant firm in Karol Bagh, Delhi. I was serving the organization as **Accountant cum Auditor** –

Work Profile

- Concurrent audit of the following Banks:
 1. Syndicate Bank – Kriti Nagar, New Delhi
 2. Indian Overseas Branch - Connaught Place, New Delhi.
 3. Bank of India - Okhla Phase – II, New Delhi.

M/s Anil Kohli & Co. Aug '02 to March'04

M/s Anil Kohli & Co. a Chartered Accountant firm in Janak Puri, Delhi. I was serving the organization as **Accountant cum Auditor** –

Work Profile

- Concurrent audit of the following Banks:
 1. Bank of India – Connaught Place, New Delhi
 2. Vijaya Bank - Sector -58, Noida Branch
 3. Indian Overseas Branch - NHPC, Faridabad

WORK EXPERIENCE - More than 20 years

My Current CTC – 17.20 (approx.) Lac per annum.

Expected CTC - 19.78 Lac per annum.

EDUCATIONAL QUALIFICATION

- Executive MBA in Finance from Sikkim University;
- Graduation (B.Com) from Kirorimal College, University of Delhi,
- Twelfth from Ramjas School No. 5 Karol Bagh New Delhi.

PROFESSIONAL QUALIFICATION

- Cleared first group of C.A.(P-II) in the year of 2001;
- Article-ship training with M/S Dharmendra Pasricha & Co. situated at Prashant Vihar, Rohini, Delhi.

TECHNICAL KNOWLEDGE

- all version Tally including Tally Prime;
- MS Office 2010 i.e. Excel, Ms-Word;
- Knowledge of Access, Power Point & Busy;
- Knowledge of Networking,
- Computer Savvy.

PERSONAL INFORMATION

Age	:	44 year
Religion	:	Hindu
Languages Known	:	English & Hindi.
Marital Status	:	Married

STRENGTHS:

Diligent, Creative, Team Spirit and Leadership Skills.

(Praveen Kr. Gupta)

Place: New Delhi

Date: