

## Resume

### GUDDU KUMAR GUPTA

DOB: 15-Feb-1989

Current Address: Plot No-14, Subh City-4  
Rozajalpur, Greater Noida West

Mob-9716172948, 9999623204  
Email:- kumarguddu2008@gmail.com

### SUMMARY:

Overall 8 years of total experience in accounts profile and currently working in Kutumbh Care Pvt. Ltd. (Part of Kutumbh group) Noida as an Asst. Manager-Accounts.

### QUALIFICATION:

- B.Com Passed from IGNOU University New Delhi, with Second Division
- Intermediate passed from BIEC Patna with Second Division
- High School Passed from BSEB Patna with Second Division
- Diploma in computer Application

### WORK EXPERIENCE:

#### August 2023 to Present

EMPLOYER	INDUSTRY	DESIGNATION	FROM	TO
Kutumbh Care Pvt. Ltd	Service	Asst. Manager-Accounts	7th August 2023	Current

- Filing and Submission of GSTR 3B Online
- Preparation of Details of outward Supply for GSTR1
- Preparation of GSTR 2A Reconciliation
- Preparation of GSTR 2B Reconciliation
- Tally, Voucher Maintain and receipt entry, Journal Entry, payment Entry, Sale & Purchase Entry, with cash Handle.(Accounting with book keeping).Preparation of MIS Report
- Preparation of Bank Reconciliation (Average transactions 45000k)
- Preparation of Creditors & Debtors Reconciliation
- Customers Interaction for their dues and billing related queries
- accounts receivable
- TDS Calculation & Returned Filing Online
- Vendor/Suppliers, Salary, TDS, ESI, PF & GST Payment
- Coordinating and executing annual financial audit
- Generate e- invoice

**August 2019 to 1<sup>st</sup> Aug 2023**

EMPLOYER	INDUSTRY	DESIGNATION	FROM	TO
Premium Facility Management Pvt. Ltd (Paramount Group)	Service	Asst. Manager- Accounts	7th August 2019	1 <sup>st</sup> Aug 2023

**Scope of Work:**

- Filling and Submission of GSTR 3B Online
- Preparation of Details of outward Supply for GSTR1
- Preparation of GSTR 2A Reconciliation
- Preparation of GSTR 2B Reconciliation
- Tally, Voucher Maintain and receipt entry, Journal Entry, payment Entry, Sale & Purchase Entry, with cash Handle.(Accounting with book keeping).
- Preparation of MIS Report
- Preparation of Bank Reconciliation
- Preparation of Creditors & Debtors Reconciliation
- Customers Interaction for their dues and billing related queries
- Generation of customers' invoices (2000 approx.)- accounts receivable
- TDS Calculation & Returned Filling Online
- Vendor/Suppliers, Salary, TDS, ESI, PF & GST Payment
- Coordinating and executing annual financial audit
- Generate e- invoice

**1st May 2013 to 5th  
Aug,2019**

EMPLOYER	INDUSTRY	DESIGNATION	FROM	TO
Salveo Life Science Limited	Pharma	Accountant	1st May 2013	5th Aug, 2019

**Scope of Work:**

- Accounts Payable and Receivable
- TDS, GST Return filing etc. Under the guidance of management.
- Payment of GST, TDS, PF, ESI on timely Basis
- Debtors and Creditors reconciliation and their conformation.
- Preparation Bank reconciliation statement
- Handling the monthly payroll
- Salary & Vendor Payment through Net Banking
- Petty cash
- Follow-up Clients
- Coordinating and executing annual financial audit
- Follow-up Clients

**Taxation**

- Preparing and filing of GST after proper Reconciliation of Input Tax Credit
- Preparing and filing of TDS before due dates

**COMPUTER SKILLS:**

- Tally ERP9 & Tally Prime
- MS-Office (Word, Excel, PowerPoint)
- Payroll Software (Greythr.com)
- Billing Software (Retail Graph)TDS Software (Sarat TDS), Webtel
- Advance excel

**KEY COMPETENCIES:**

- Organizing and Prioritizing
- Confidentiality
- Problem solving skills
- Team work
- Ability to meet deadlines

**Personal Profile:**

Father : Harinath Sah (farmer)

Religion: Hindu

Sex : Male

Marital Status : Married

Languages : Hindi, English

hereby declare that above information are true to best of my knowledge.

Date:

Guddu Kumar Gupta