

# Anu Gupta

Delhi, Delhi - Email me on Indeed: [indeed.com/r/Anu-Gupta/01f55cb601c99308](https://www.indeed.com/r/Anu-Gupta/01f55cb601c99308)

To obtain a position in the area of accounting in a reputed accounting firm which utilize my accounting skills and gives me opportunity to learn contribute and grow along with the organization.

Willing to relocate: Anywhere

## WORK EXPERIENCE

### **Accounts executive**

Bird outsourcing llp - Delhi, Delhi - November 2015 to May 2016

Handled BRS,work on quick books like journal entry .Work on asana

## EDUCATION

### **Commerce**

Delhi University - Delhi, Delhi  
2015

### **MBA in Finance and Accountant**

Amity University

## ADDITIONAL INFORMATION

### Technical Qualification:

Computer Knowledge (Ms-office: Excel, Outlook)

Accounting Knowledge (Tally. ERP -9, Busy-3.6)

Typing Speed Min 30-35 in English (On computer)

### Job Profile:

Preparing & Maintaining Cash, Day Book, Bank, Journal and Ledger.

Account Tally Entry, Petty Cash Handling.

Filling of vouchers, Purchase bills and Sales Bills.

Preparation of monthly Bank Reconciliation

Calculation Of Vat, TDS, Service Tax, CST And Deposit by due date.

Coordinating with customers and vendors for payment related issues.

Reconciling all banks on weekly basis and following up for unclear cheques, advance received but not accounted for etc.

Dealing with internal audit and statutory audit queries.

### Strength

Positive attitude & Adaptability

Dedication & Enthusiastic