

AMIT GUPTA

Accounts & Finance Professional with 18 Years of Experience

SUMMARY

- **EXPERIENCE:**
18 years' in accounting, finance and taxation etc.
- **Sectors:** Manufacturing, trading and service.
- **Companies:** Multinational and domestic.
- **QUALIFICATION:**
M.B.A. (Finance)
B.Com.
- **PRESENT POSITION:**
A.G.M.-Accounts [Noida]

SKILLS

Accounting, Taxation, Finance, Funds-Management, Budgeting, Forecasting, Cash Flow, Costing, Import, Export, Audit, Compliances, MIS, Insurance, Legal, Assessments, Variance Analysis, Internal Control, Tally ERP, SAP, MS Office, ServiceNow, FACT etc.

EDUCATION / LEARNING

- Master of Business Administration (Finance) from IIMT, Delhi.
- Certificate in "Export and Import Procedures and Documentation" from NIESBD (National Institute for Entrepreneurship and Small Business Development), Ministry of MSME, Govt. of India.
- B.Com. from C.C.S. University, Meerut, U.P.

OTHER PARTICULARS

- **Date of Birth:**
30th October, 1976
- **Gender / Marital Status**
Male / Married
- **Languages known:**
English / Hindi
- **Address / Contacts:**
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WORK EXPERIENCE AND ACHIEVEMENTS

SMG STORAGE PRIVATE LIMITED [Noida]

(A growing company into warehousing and storage services)

Tenure: Oct 2022 – Present | Designation: A.G.M.-Accounts

- Managing entire financial accounting, taxation, finance and regulatory compliances.
- Executing financial planning, funds management, cash flow, budgeting, forecasting.
- Monitoring financial performance; Tracking of actual financial metrics against planned.
- Interacting with banks, consultants, auditors etc.
- **Established systems, procedures, internal checks and control.**
- **Provided large and accurate data/reports to the investor as a part of due diligence.**

GLENTech INDUSTRIES PRIVATE LIMITED / K V INTERNATIONAL [Gr. Noida]

(A flagship company of a multinational business group; into import of Crude Palm Oil)

Tenure: May 2019 – Oct 2022 | Designation: G.M.-Accounts

- Oversaw accounting and Tax management of India, Singapore, Indonesia and Dubai.
- Managed finances, cash-flow, budgeting, forecasting and foreign remittances.
- Handled tax related cases, assessments, filed replies and took required measures.
- Interacted with legal team, banks, financial institutions, tax authorities, auditors etc.
- Looked after import / export documentation and related matters.
- Implemented internal checks and controls; Prepared / Presented MIS.
- **Set up the company and developed systems and controls from scratch.**

K V AROMATICS PRIVATE LIMITED [Gr. Noida]

(One of the leading manufacturers and exporters of mint products)

Tenure: Jul 2014 – Apr 2019 | Designation: Manager-Accounts

- Managed general / branch accounting, Trial scrutiny and finalization of books etc.
- Handled taxation such as Income Tax / TDS, GST, VAT, Service tax and Excise.
- Looked after accounts payable, cash management, fixed assets and insurance.
- Participated in internal / statutory audits, examined errors and improved accuracy.
- Coordinated with tax authorities, consultants, auditors and surveyors among others.
- **Pursued and negotiated insurance rates hard and saved Rs. 4.60 Lac for the co.**
- **Successfully switched to GST regime from VAT regime ensuring all Input Tax Credit taken (Sales turnover of the company: 400 crore approx.).**

CHEMTURA CHEMICALS INDIA PRIVATE LIMITED [Noida]

(A U.S.A. based multinational into specialty chemicals)

Tenure: Dec 2008 - Jul 2014 | Designation: Accounts Officer

- Supervised plant accounting and taxation such as VAT, Excise and Service Tax.
- Monitored and controlled account receivables; exercised product cost.
- Generated sales invoices and challans; Issued Debit Notes and Credit Notes.
- Dealt with Banks to address working capital needs (OD, CC limits and term loan).
- **Resolved a matter of refund of Rs. 89 lacs (deposited under protest) with Excise.**
- **Delegated as a team lead in implementation of SAP and brought desired results adhering to the strict deadlines.**

KEVIN POWER SOLUTIONS LIMITED [Noida]

(A professionally managed company into power backup systems)

Tenure: Dec 2004 - Nov 2008 | Designation: Accounts Executive

- Looked after general accounting, passed vouchers and generated reports from ERP.
- Performed inter branch reconciliations and prepared P&L statements of branches.
- **Improved incentive plan from 'sales' to 'sales + realization' saving Rs. 2 lacs p.a.**
- **Saved Rs. 3 lacs by negotiating hard on security deposited w.r.t. Vellore warehouse.**