**ABHAY KUMAR GUPTA**

**Mobile:** +918923455309

**E-Mail:** Abhaykumar118@gmail.com



Aspiring for challenging assignments in the field of **Finance & Accounting** with an organization of repute.

**PROFESSIONAL PREFACE**

* A dynamic individual with highly motivated & positive attitude towards life.
* A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms.
* Possess exceptional team spirit thereby helping in easy achievement of organizational & personal goals.
* An effective communicator with excellent relationship building & interpersonal skills.

**ORGANIZATIONAL SCAN**

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**Since July '2016 to At Present JBM Auto Ltd. Bhiwadi (Rajasthan)**

**As a Management Trainee**

**May’2012 to June’2016 Indian Oil Corporation Ltd., SSA Khandelwal Enterprise, Moradabad**

**Junior Account Executive**

**Key Accountabilities:**

* **Purchase & Service Bill posting in SAP**
  + Miro (Sales Tax& service Bill)
  + Mass mod(Excise Bill)
  + Mrrl (Excise, BOP & Capital Bill)
* **Maintain VAT 47A & 49A Annexure on Monthly Basis**
* **Maintain Excise Registers**
  + RG-23A
  + RG-23C
  + RG-23S
  + RG1
* **Prepare RMGP Report on Monthly Basis**
* **Prepare for Form “C” and “F”**
* **AP Profile**
  + Trial Download and check with payment terms
  + Forth nighty Service & Capital Vendor Payment
  + Monthly BOP & Capital Vendor Payment
  + Employee Reimbursement like (Conveyance, Staff Welfare etc.)
* **Journal Voucher entry & Cash Voucher Entry etc.**
* **Vendor & Inter-Plant Reconciliation and Vendor Balance Confirmation**
* **Prepare Vat Return Register and fill vat Template**
* **Prepare ASN Report, Vendor Ageing & MIS Reports on Monthly Basis.**
* **Facilitated “no-fault” internal and external audits as a result of sound recordkeeping and thorough documentation**

**ACADEMIA**

**2011 MBA in Finance & Marketing** from RSD Academy College of Management affiliated by Uttar Pradesh Technical University, Lucknow.

**2009 B.Com** from Hindu College, Moradabad, M.J.P. Rohualkhand University, Bareilly.

**2006 12th** from KGK Inter College, Moradabad, U.P. Board, Allahabad.

**2004 10th**from KGK Inter College, Moradabad, U.P. Board, Allahabad.

**TRAININGSUNDERWENT**

* **Successfully completed the following training reports:**
  + Study of the Working capital of the Parle Product Pvt. Ltd. in Pant Nagar, Rudrapur.
  + Study of Indian Insurance sector since liberalization.

**STRENGTH**

|  |  |
| --- | --- |
| * + Accounts Payable Processes & Management   + Corporate Accounting & Bookkeeping   + Cash Handling | * + ERP, SAP & Financial System Technologies   + MS-Office   + Good Communication Skills |

**INDIVIDUALSNIPPETS**

**Date of Birth:** 05th December 1990

**Father Name:** Ashok Kumar Gupta

**Address:**  Subji Mandi Gunj, Moradabad-244001

**Language:**  Hindi & English

**Marital Status:**  Single

**Hobbies:** Travelling & Listening Music

**DECLARATION**

I hereby declared that all fact & statement mentioned in this CV are purely true. In case of any impurity, I will be completely responsible for that.

**Date …………… *(Abhay Gupta)***

**Place …………..**