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| Anoop Gupta |  |
| ACCOUNTs|FINANce|AUDIT|TAXATION|receipt|payables|receivables|gENERAL LEDGER|RECONCILIATION|financial reporting |
| **+91 9582463000** ▪ **gupta.anoop1985@gmail.com** |  |

Career Objective

Seek challenging position as Finance Executive with good work experience in Account, Finance, internal/statutory audit, Account Receivables, Account Payables, General Ledger, Taxation, Receipts, Vendor Payment, MIS reporting, Reconciliation using Tally ERP and Oracle ERP systems.

Professional Synopsis

* Having 7+ years of experience focusing on Account and Finance technical and functional domain.
* Possess core finance executive skills including resolution of financial disputes raised by customers/sales team, MS Excel Spreadsheet Proficiency, Interpersonal Communication, Adaptability, Time Management.
* Good Understanding and exposure of Tally ERP, Oracle ERP (R12) and SAP CL03.
* Proficient to do Vendor reconciliation as per requirement.
* Good at managing all types of manual and hard copy documentations.
* Keep record of all the Cheques-in-hand or PDC Cheque.
* Keep record of all the bounced cheques & issue debit notes accordingly.
* Assist Auditors for (Statutory Audit, Tax Audit, GST Audit, IFC Audit) to solve their queries & helping them to closure of Audit.
* Complete other relevant and adhoc tasks, whenever given by CFO or Finance Manager.

Skills

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| Tools | Tally ERP, Oracle ERP (R12) and SAP CL03 |
| Knowledge of | TDS, Service Tax, GST, Bank Reconciliation, AP, AR & GL(Oracle 12i), MS-Office |

Qualifications

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| M.COM | MJP Rohilkhand University, Bareilly | 2005 |
| B.COM | MJP Rohilkhand University, Bareilly | 2003 |

Career Timeline

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| CA Shyam Agarwal & Company | Finance Executive | April 2018 | August 2018 |
| Maruti Suzuki Limited | Senior Finance Executive | May 2010 | March 2018 |
| Finance Executive |
| Reliance India Mobile | Finance Executive Trainee | Jan 2009 | April 2010 |

Work Experience

**MARUTI SUZUKI INDIA LIMITED Duration: May 2010 to March 2018**

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| Key Responsibility   * Processing payment/invoice of Transporter, Freight Charges, Courier, Job Contract and Advance payment. * Processing of Payments Electronic/online or by Cheques * Processing of Invoice MGP(Maruti Genius Part) Royalty and Marketing Commission. * Follow Up for Payments and Collection with Dealers * Export Receipt Update for component distribution/sale. * Receipt Reversal in case of incorrect payment. * Preparing Daily Collection Report. * Calculation and Filing of Return Service Tax * TDS Return * Export Debtors Reconciliation (Aging) * Export Sales Booking (SAP CL03) * Reconciliation of sales report as per general ledger * Process of PIS Generation Report * Dealers Debits & Credits * Preparation of Dealer Default Report on daily basis. * Handling of Inter-Dealer Transfer of Funds * Arranging Confirmation for Dealer Bank Guarantees from bank and updating in ERP (Oracle R12) * Adjustment of Foreign Invest Remittance Certificate (FIRC) on daily basis in ERP (Oracle R12). * Handling & Resolution of Dealers Queries i.e. Account Statement, Ledger, Sub ledger, Payments Checking. * Preparing & Making monthly closing accounting entries (Export & Domestic) in ERP (Oracle R12). * Confirming of BLC (Balance Confirmation) for Dealer on Half yearly basis. |

**CA Shyam Agarwal & Company Duration: April 2018 to September 2018**

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| Key Responsibility   * Managing of Cash Records manually and updating the systems for tracking purpose. * Reconciliation of Banking Statements * Preparation of all Documents for loan purpose * Maintaining GST & TDS Details * Preparing the receipts * Audit handling and Accounting * MIS preparation * Client Handling and Management |