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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.
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**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
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