

**GOVIND KUMAR GUPTA**

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**CONTACT ADDRESS**

A-29 Jawahar Park, Deoli Road,  
Khanpur, South Delhi-110064

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**CAREER OBJECTIVE: -**

To work in a dynamic and challenging environment that utilizes my knowledge and education. Contribute to the overall growth and profitability of the company through application of analytical and technical skills.

**FUNCTION SKILLS:-**

**FINANCE, ACCOUNTS AND AUDITING**

- Handling financial statements including Trial Balance, Profit & Loss A/c, and Balance Sheets.
- Knowledge of direct and indirect tax i.e. GST, TDS matters.
- Preparing statutory books of Accounts, Fixed Asset Register, Bank Reconciliation Statement.
- Knowledge of Microsoft Advance Excel, VLOOKUP, Pivot Table, Word, Book Keeping

**WORK EXPERIENCE: -**

- **1. ASISH DATTA & CO.**

- **Worked As Audit assistant (2 years 9 Months)(2011-2013)**

- **Job responsibilities:**

- Maintaining of accounts in tally software day to day accounts.
- Preparing Income tax return
- Work experience Tally ERP 9 Software .
- Experience in filing Income Tax Return and Sales Tax Return.
- Work experience in **Value Added Tax Act & CST Act**

- **Clients Handled:**

- Sikkim Democratic Front (Political Paty)
- Sikkim Democratic Front Bhawan Trust
- Nirman Photo Offset pvt. Ltd.

- **2. Siliguri Builders Pvt.Ltd. (2 Years)(2013-2015)**

- **Working As Accountants Executive**

- **Job responsibilities:**

Maintaining of accounts in tally software day to day accounts.

- Work experience in MS Office (Microsoft Excel, Word and Accounting Software).
- Experience in filing Income Tax Return and Sales Tax Return.
- Work experience in **Value Added Tax Act & CST Act**

- **3. Bengal Speech & Hearing Pvt.Ltd.**

- **Working As Accountant(2015-2021)(5 Years)**

- **Job responsibilities:**

- Maintaining of accounts in COMPACT software day to day accounts.
- Work experience in MS Office (Microsoft Excel, Word and Accounting Software).
- Prepare Daily MIS Report and Mailing work
- Maintaining 5 Branches accounts.

- Auditing of Branch like, Stock audit, expenses, BRS etc.
- Working knowledge of GST
- **4. Shri Karni Packers & Movers Pvt.Ltd.(Current employer)(2022-2023)**
- **Working As Accountant (1 and 1/2 Year)**
- **Job responsibilities:**
  - Maintain day to day Accounts in tally ERP-9
  - Prepare GST Calculation and GST filling
  - Working knowledge of TDS Matters
  - Prepare Monthly MIS Reporting
  - Bank Reconciliation
  - Skill Accounts payable and Receivable
  - Client handling provide ledger for reconciliation
  - Accounts finalization

**ACADEMIC QUALIFICATION: -**

Qualification	Board/University
Madhyamik	W.B.S.E
Higher Secondary	W.B.C.H.S.E
Graduation (B.Com)	NBU
MBA In Finance	SMU

**COMPUTER LITERACY: -**

- 1) Completed basic and advance course in computers from Future Scope Computer Institute.
- 2) Diploma in Financial Accounting from Future Scope Computer Institute.

Having knowledge in the following areas:

- MS Word, Excel, Power Point
- Tally ERP-9 software, busy
- Internet & Multimedia

• **HOBBIES & INTERESTS: -**

Listening Music, Internet Surfing & Playing games.

PERSONAL DATA		
Date of Birth	:	15 April 1987.
Father's Name	:	Late Vijay Kumar Gupta
Languages	:	English, Hindi, Bengali
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian

DECLARATION	
I do hereby declare that all the information furnished above is true to the best of my knowledge and belief.	
Date:	
Place: Delhi	Govind Kumar Gupta