

PASTE
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ROOPA GUPTA

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CAREER OBJECTIVE

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

PROFESSIONAL EXPERIENCE

COMPANY PROFILE

1. **MALSTERS AND BLENDERS INDIA PVT. LTD.** is a manufacturing concern that converts Barley into Barley Malt for UNITED BREWERIES.

Period: - **July 2011 to Till date**

Designation: - **Accounts Manager**

CURRENT JOB DESCRIPTION:

- Preparation of monthly cash budget and analysis the variance with the actual. Also maintaining weekly bank budget.
- Looking after preparation of all types vouchers like Cash, Bank, Journal , Sales, Purchase , D/Note, C/Note and their proper posting in the books of accounts.
- Scrutiny of ledgers, Reconciliation of Debtors, Creditors & H.O. Also preparation Bank Reconciliation statement.
- Supervision all T.D.S heads like contractor or sub contractor, professional , salary, rent , interest, Job work , deposit their challan , issue T.D.S certificate & filing their return.
- Supervision of service tax like goods transport (reverse charge mechanism) & deposit their challan & filing return at right time.
- Looking after Sale Tax matter independently up to Sales Tax Assessment. Knowledge about VAT. (Accounts entry related) Excise rules 1944 (RG23A ,Part I & Part II , R.G 23C ,Part -I , R.G-I)
- Looking after all Excise Matters like filling of returns (ER-1,4,5,6,7), excise audit etc.
- Specialization in accounting i.e. Expert in accounting package tally (4.5, 5.4, 6.3, 7.2 & 9.0 & Tally ERP).
- Preparation of Daily Production Report and Daily Costing reports
- Supervision of two units (Neemrana(raj) & Jatusana(hry)) accounting
- Finalisation of P&L A/c and Balance Sheet

PROFESSIONAL EXPERIENCE (as Article Trainee)

Organization: GUPTA RUSTAGI & AGGARWAL and K. K. KHANDELWAL & CO.
(Chartered Accountant Firms)

Period: Jan-2007- Jan 2011 (4 years)

- Designation: **Article and Audit Trainee**
- Department: **Direct Taxation, Accounts**
- Range of Industries worked in **Trading, Share Broking and Service Industry**
- Prominent clients: **NDA Securities Ltd, Share Scan financial Service Pvt Ltd, Jonny Enterprises, Sanjay Financial Services Pvt Ltd, Hardware Trading Co., Shiv Iron Sore, Shri Mahalaxmi Iron store and Roshni Enterprises Pvt Ltd etc.**

Roles and responsibilities:

Maintaining Books of Accounts
Income Tax, Sales Tax, Service tax, TDS Returns
Tax Audit & General Audit of Firms & Companies
Scrutiny cases of Income Tax.

ACADEMICS

- CA-FINAL in November- 2011
- CA-PCC in November- 2008
- CA-CPT in November- 2006
- PGDBA (Finance) from Symbiosis Centre for Distance Learning, Pune in 2011
- B.Com (Pass Course) from Maharishi Dayanand University, Rohtak, Haryana in 2007
- 12th Pass from Bhiwani Board (Haryana) in 2004
- 10th Pass from Bhiwani Board (Haryana) in 2002

PERSONAL DETAILS

Father's Name : R N Gupta
Date of Birth : 12th June 1990
Marital Status : Single
Languages known : Hindi & English
Permanent Address : Gurunanak Communication, P K Road (Haryana) –852147

DATE:
PLACE:

(ROOPA GUPTA)