

SHANKY GUPTA

Contact No.: +919654585833

Email: Gupta.shanky28@gmail.com

OBJECTIVES

I want to be part of a dynamic environment and looking at professional growth by way of harmonizing the organizational goals with personal goals. Here's what I am willing to provide to the organization

- Enthusiasm & positive attitude
- Creativity and new ideas

WORKING EXPERIENCE

- Working as **support Finance Specialist in Agile Cockpit Software Development Private Limited (Subsidiary of Waada Group, Netherland)** from 4th March 2020 to 31st October 2020.
- Worked as **Senior Specialist in SMS India Private Limited (Subsidiary of SMS group GmbH, Germany)** from 1st February 2016 to Nov 2019.
- Worked as **Accounts Executive in Jai Ambe Sales** from Sept 2014 – Jan 2016.
- Three Years work experience in **SHANTI ASSOCIATES (Chartered Accountant Firm)** from August 2011- August 2014.

RESPONSIBILITIES AND ASSIGNMENTS AT AGILE COCKPIT

- Preparation of Cash flow statements, Credit Card statements & Payment batches on weekly basis.
- Complete accounting & maintenance of records in the Exact Globe software.
- Carrying out reconciliation of Cash & Bank, Vendor & Customer G&L as per the law.
- Handling the preparation of Monthly Finance Report.
- Involved in preparation of Payroll sheet & final settlement for employees and coordination with consultant related to the final payroll.
- Ensuring that external audit requirements are resolved and schedules are prepared on timely basis.
- Processing of Vendor invoices & Creation of Training and Consultant invoices and approval for the employees reimbursement.
- Budgets and Actual payroll update on weekly basis to Netherland Team.
- Closing working with CFO and Finance Netherland Team.

RESPONSIBILITIES AND ASSIGNMENTS AT SMS INDIA Pvt. Ltd

- Reconciliations of Debtors with Project & Customer wise.
- Balance confirmation from customers and group Companies.
- Interaction and Co-ordination with Holding Companies & group Companies for collection.
- Interaction with Auditors, preparation of Schedule, participation and Finalization of Financial Statements.
- Accounting of Travelling, Site expenses of Employees.

- Complete accounting of SMS Meer India Pvt. Ltd.
- Handling of cash & Foreign Currency.
- Preparation of company's various cash flow forecast & other business MIS.
- Investment of surplus funds and its accounting\reconciliation.
- Monthly closure of books relating to treasury and reporting activities.
- Issuance of Bank Guarantee (ABG, PBG, Bid bond)
- Forecast daily cash requirements and execute daily financing decisions.
- Completion of Bank Reconciliations.
- Process and documentation of Foreign Remittance.
- Additional duties as directed by the Finance Manager.

RESPONSIBILITIES HANDLED AT JAI AMBE SALES

- Collaborate with accounting team to support various accounting activities on daily basis.
- Perform general entries as per statutory accounting standards.
- Prepare ,reconcile and record the payments.
- Prepare reports related to accounts payable & receivable.
- Prepare financial status and analysis reports for management.
- Perform account reconciliations and ensure all ledgers are closed as per the law.
- Provide assistance to prepare financial statement according to company policies.

RESPONSIBILITIES HANDLED AT SHANTI ASSOCIATES

Direct Tax

- Computation of Tax Liabilities of companies, firms & individuals and filing their returns.
Participation in preparing replies to the notices under section 154, 143(3), etc.
- Filing of TDS returns, Service Tax Returns
- Audit of various companies, individuals & firms.
- Book Keeping of Partnership Firms & Corporate clients.

Auditing

- Conducting Statutory & Tax Audit of as per the provisions of Companies Act, 1956 & Income Tax Act, 1961.
- Assignment planning and execution.
- Discussion & finalization of audit observations with senior management.
- Finalizing Financial Statements, Notes to Accounts, Audit reports and other related deliverables..

QUALIFICATIONS

| Qualification | Institution | % |
|----------------------|---|----------|
| C.A. FINAL | Institute of Chartered Accountants of India | |
| | Group-I | 53 |
| | Group-II (Pending) | NA |
| C.A. IPCC | Institute of Chartered Accountants of India | |
| | Group- I | 54.75 |
| | Group- II | 55.3 |
| C.A. CPT | Institute of Chartered Accountants of India | 53.5 |
| M.B.A(Finance) | IMT- Ghaziabad | NA |
| B. COM (P) | Delhi University | 59 |
| XII (CBSE) | D.A.V Public School, Rohini, New Delhi. | 79.2 |
| X (CBSE) | D.A.V Public School, Rohini, New Delhi. | 63.6 |

COMPUTER PROFICIENCY

- Well versed with SAP, Exact Globe, Scansys, Synergy
- Sound knowledge to run and operate Internet and MS word, Excel, PowerPoint, Tally, Busy etc.
- Completed 100 hours Computer Training Course as prescribed by The ICAI.

PERSONAL DETAILS

Father's Name : Mr. Brajesh Gupta
Address : B3-901, Sunny Valley Apartment, Sector-12 ,Dwarka ,Delhi-110075
Date of Birth : 20th July, 1991
Sex : Female
Marital Status : Married