

Mahinder Gopal Gupta

C/o Sh. Balkishan Gupta,

Shakuntala Bhawan,

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**Career objective**

To work in an organization that provides a challenging environment to hone my skills

And also offer sample opportunities for career growth.

I am aware of the fact that a successful professional career requires strong motivation,

Positive outlook, hard work, maturity, the capacity to think independently and the

Ability to lead the team and also to work as a part of it. I shall strive to canalize my

Unbridled efforts into more productive avenues and make a valuable contribution to the company.

­­­­­**AcademicQualification**

Course Board/University Specialization Year of completion Marks%

B.Com M.D.University Acct, Eco, I.Tax, April-1988 52

C.L., B.M. etc.

**Date of Birth**

April 25, 1968.

**Course undertaken in college**

Course with the college and after college time as N.C.C and First Aide etc.

**Course from out side**

Course of typing with commercial college and course of Tally package from market.

**Work Experience**

1. After B.Com join a C.A. Firm (M/S K.C.Gupta & Co.) as article ship for three years.
2. Join a Co-Operative Bank (M/S Jai Laxmi Co-Operative Bank Ltd) as clerk-

Cum -cashier for a temporary period.

1. Worked in a mfg.-cum-trading co. (M/s Raj Solvex Ltd.) Group of Sarthi Vanaspati Ghee as an Acct. Asset. To Asst. Acct. to Accountant for Eight years.
2. Worked in a mfg.-cum-trading co. (M/s Victoria Foods Pvt. Ltd.) Group of Rajdhani as an “Senior Accountant “about Four years
3. **Working** in a Trading cum Export House in **M/s Adhunik Niryat Ispat** **Limited** at Delhi as an Accountant from last Four years

**Job Description**

Having knowledge of Accounts up to finalizations’ of Balance Sheet etc.

1. Return of GST with all details (Like 3B, GSTR-1 etc.)

2. TDS Return, Income Tax Return, with deposit of Challan etc.

3. Finalization of Balance Sheet, Trading and Profit & Loss Account etc.

In excel format.

4. Stock Statement for DP Power, Bank - Party Recondition, Debtors and Creditors Age wise List,

5. Analysis of Interest calculation, Bank Charges, All type Expenses, and checking on daily basis all entries of books entered through package of Tally/Busy in system.

6. Proper eye sight of all debtors and creditors of outstanding age wise

7. Handling the Cash, Bank Cheques

8. Entered the all type entries in books like Purchase, Sale, Stock and Expenses etc.

9. E-mail for all type Correspondence with Banks and all others.

**Return of (GST) & Income tax on line etc.**

Return of **GST / Income Tax / TDS** with Wabtec Software etc. Letter of Credit (L/C) matters etc. All works with **Manual** and on **Compute**r in **Tally** 4.5, 5.4, 6.3, 7.1.9.1 ERP & **BUSY** package etc., Detail in Excel, Letters in Word etc. We also work of Branch Accounts and reconciliation with Head office.

**Extra and Co-Curricular Activities**

Good communication and inter-personal skills. Participation in group discussions at college level.

**Expected Salary**

Rs +55,000/- P.M.

**Hobbies**

Reading Books, Analysis and traveling etc.

**About Myself**

Apart from the above mentioned skills I would like to highlight the following traits of my personality.

: The ability to work in different and tough situations and handle stress successfully.

: I can handle the team effectively and getting good results.

: I possess and ability to bounce back from difficult and perform against heavy loads.

**Declaration**

I Mahinder Gopal Gupta, hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Bahadurgarh

Date: January 11, 2022 **Mahinder Gopal Gupta**