

CURRICULLUM VITAE

BRIJESH KUMAR

Communication Address : Deep Apartment, Ashok Vihar II, Gurgaon, Haryana 122006

Mobile : +91 8090341298

Email : bguptalpr@gmail.com, brijesh_acct@gmail.com,

CAREER OBJECTIVE

Highly skilled and results-driven Accounts profession with over 10 years of experience in managing financial operations, optimizing processes, and driving revenue growth. Adept at financial reporting, budgeting, accounts payable/receivable, and ensuring compliance with regulatory standards. Seeking to leverage my expertise to contribute to the success of company.

PROFESSIONAL EXPERIENCE

Accounts Manager

Company Name – Experience India Tours & Travels Pvt Ltd, Gurgaon, Haryana
March 2016 – Present

- Lead and manage the company's accounting operations, Invoicing, including accounts payable, accounts receivable, Branch accounting, and general ledger.
- Consolidation of branch accounting and preparation computation of inter branch reconciliation (including AR, AP, and head office funding).
- Prepare and analyze monthly, quarterly, and annual financial statements, ensuring accuracy and adherence to regulatory standards.
- Reconciliation of receivable & payables with their respective statements.
- Preparation of monthly Bank Reconciliation and all the bank related queries.
- Monitor budgets and forecasts, ensuring alignment with company goals and financial health.
- Collaborate with senior management to develop and implement financial strategies that drive profitability and growth.
- Enhancing the credibility of finance function by generating accurate and timely MIS Reports & Invoicing.
- Oversee month-end and year-end closing procedures, reconciling accounts and ensuring timely reporting.
- Improve financial processes, implementing automation tools to increase efficiency and reduce errors.
- Ensure compliance with internal controls, company policies, and government regulations.
- Played a key role in implementing a new ERP system, improving financial reporting accuracy and transparency.

Senior Accountant

Company Name – Tripwithus Travel Pvt Ltd, Greater Noida, Uttar Pradesh
August, 2014 – Feb, 2016

- Managed day-to-day accounting functions, including general ledger entries, reconciliations, and financial reporting.
- Assisted with audits and worked closely with external auditors to ensure compliance.
- Conducted variance analysis on monthly financial statements, identifying areas of improvement.
- Supported budget preparation and ensured alignment with organizational goals.
- Streamlined the month-end close process with MIS reporting.
- Developed comprehensive financial reports that improved decision-making for upper management.

Enrollment Agency Supervisor

Company Name – Megha Vincom Pvt Ltd, Varanasi, Uttar Pradesh
Feb, 2013 – July 2014

- Worked as a Supervisor/Team Leader in Aadhaar Related Govt Projects under NPR (National Population Registration) in Chandauli Uttar Pradesh.
- Having Experience in supervising of government projects.
- Regular attending Team Meetings and supporting Team members.

KEY SKILLS/WORK PROFILE

- Working on Tally ERP for the all the modules such as Accounts Payable, Accounts Receivable, Day to Day Accounting, Reporting, Cash Management, General Ledger etc
- Making Debit/Credit note against various schemes and passing entry in ERP
- Working on field of Accounts, Taxation, GST Handling, Input Credit, Auditing and managing vendors Accounts, reconciliation and credit control.
- Finalizing the balance sheet and profit & loss statement, regulatory compliances, Audit preparation of yearly financials in audit format and submitting to auditors for auditing.
- Enhancing the credibility of finance function by generating accurate and timely MIS Reports & Invoicing.
- Quickly responding to query related to accounts and organizing data.
- Reconciliation of receivable & payables with their respective statements.
- Preparation of monthly Bank Reconciliation and all the bank related queries.
- preparing monthly financials like Taxation, TDS Report, GST Payable Summary, Cash Flow Statement, Ratios and Analytical points on Financials.Documenting and effectively communicating

EDUCATIONAL BACKGROUND

- 10 (High School) 2nd Div. from U.P. Board Allahabad in 2006.
- 10+2 (Intermediate) 2nd Div. from U.P. Board Allahabad in 2008.
- Completed B.Com (Finance & Account) 2nd Div. from MG Kashi Vidyapeeth Varanasi In 2012.

TECHNICAL PROFICIENCY

- Completed DCA, DTP, Tally 7.2/9.0 ERP courses.
- Good command on MS Office, Excel, Outlook, Tally All Version, Power Point.
- Fluent in E-mailing and Internet.
- Operating system-Windows XP, Vista, Windows7 and Windows8/10.
- Compatible with any Programs or Software.

Personal Details

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|-------------------|---------------------------------------|
| Date of Birth | 7 Aug 1991 |
| Language | Hindi, English |
| Marital status | Married |
| PAN No. | DFLPK8677C |
| Aadhaar | 504844090880 |
| Personal Interest | Listening to Music & Playing Cricket. |

Further to the above details, I am fully aware of my job responsibilities and I have always been recognized and appreciated for my innovative qualities, earnest application and initiative wherever I was given an opportunity. Moreover, I shall prove my result oriented qualities and meet your requirements to your desired efficiency. Should you consider this application for any suitable vacancy at your esteemed establishment, I shall endeavor to continuously and consistently prove myself to be an asset.

Date:

Place:

Brijesh Gupta