**RESUME**

**MANISHA GUPTA**

9213809030

[**Email:-** guptamanisha1408@gmail.com](mailto:Email:-%20guptamanisha1408@gmail.com)

------------------------------------------------------------------------------------------------------------------------------------------------------------------**CAREER OBJECTIVE:**

'To prove myself as a dedicated, trustworthy, and cohesive team player in a progressive organization that gives me scope and opportunity to apply knowledge & skills enabling me to work dynamically towards success & growth of organization.

**PROFESSIONAL EXPERIENCE:**

Genpact India Pvt Ltd (20-08-2022 TO Present)

Designation: - Process Developer

Role and Responsibilities:

• Month End Closing process (Intercompany & Bank reconciliations)

• Reconciliations (Key & Non-Key)

• Standard & recurring J/Es (incl. accruals, prepaid, deferrals, leases)

• Nonstandard J/Es (incl accruals, prepaid, deferrals)

• Posting and documenting and tracking approvals

• Recording volumes and finalizing SLAs

• Initial P&L reviews (e.g., trend analyses)

• Detailed reporting analyses

• Internal and External Audit

• journal Entries Creation and booking

• Good written and verbal communications skills to connect with external parties

• Foreign Client handling

• Fixed assets, Deferred Revenue

• Identifying Reconciled items and its clearance

Indusuno Online PVT.LTD. (30-09-2020 TO 16-08-2022)

Designation: - Sr. Accounts Executive

Role and Responsibilities:

* Prepare Orders and Invoicing
* Create new masters and accounts as per requirements
* Inventory management
* Regular tracking of all payment from Clients and reconcile Bank account
* Monitor and maintain supplies outstanding/credit limit
* Create and update records and database with personal financial and other data
* Prepare MIS reports for order commission and monthly sale/purchase.

VIRAI FABRICS PVT.LTD. (01-04-2017 TO 15-03-2019)

Designation: - Sr. Executive Accounts and Administrator

Role and Responsibilities:

* Ensuring that proper TDS deducted while making payment
* Monitor and maintain supplies
* Support budgeting and book keeping procedure
* Regular tracking of all payment from Clients and reconcile Bank account
* Create and update records and database with personal financial and other data
* Supervise and coordinate activities of staff and clients
* Handling day to day activities in the office related to management
* Prepare MIS reports
* Supervise the maintenance of office area, equipment and facilities.

**EDUCATION QUALIFICATION:**

* Postgraduate (M.Com) from Indira Gandhi National Open University
* Graduate (B.Com) from Delhi University
* 12th from C.B.S.E Board
* 10th from C.B.S.E Board

# SKILLS & PROFICIENCIES:

* + Microsoft Tool : Microsoft Excel, Word and Power-Point
  + Software : Black Line, Dynamic 365, SAP, tableau, Bellin, power Bl, Tally ERP

**STRENGTHS:**

* Highly flexible and adaptable performer
* Positive attitude towards work and Life
* Ability to learn quickly
* Keen to learn new skills

# PERSONAL INFORMATION:

Name : **MANISHA GUPTA**

Father’s Name : Mr. Anand Kumar

Date of Birth : 14-08-1988

Permanent Address : 8503, Roshanara Road Delhi – 110007

Languages Known : English, Hindi

# DECLARATION:

I hereby declare that above information given by me are true to the best of my knowledge and belief, if any of above information is found false or incorrect my candidature is liable to be rejected.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_  **Manisha Gupta**

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