

Resume

Hemant Gupta

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Career Objective: -

- To serve in reputed organization in the dignified manner.

Experience:-

Presently working as a Chartered Accountant (CA) with Arora Iron & Steel Rolling Mills Private Limited Manufacturing Unit (having a turnover around 1000 crores) from July 2020 to till present as a Senior Finance Executive **handling the following tasks-**

Preparing bank stock statement for submission to banks on every month
Renewal of CC limits and arranging data of CMA information to banks
Opening and amendment of Letter of credit (LC) in case of domestic/imports.

Reconciliation of all banks maintained in the company on daily basis
Bill discounting with banks (domestic and imports) like bill of exchange, letters etc.

Making of letters etc. for disbursement of term loan sanctioned with the banks

Preperations of fund flow statement on daily basis shows head wise funds flows

Preparing bank positions for funds planning on daily basis &

Coordination with bankers and funds management

Online payment of domestic and imports to all suppliers/vendors etc. on daily basis and monthly payments of advance, salary, wages etc.

Checking of bank vouchers & calculation of bank interest as per prescribed rate & ensure regular payment of all installments.

Engage with Financial consultant, computation of income, filing of ITR, balance sheet finalization, involvement in handling of income tax notices

Process AR /AP / Vendor payment/collection & Debtors follow up

Preparation of financial statements / annual closing of books.

TDS, GST, Income Tax compliances etc.

Previous Experience Details –

Also was doing accounting & Audit, Gst & taxation jobs on assignment basis independently by tie up with CA Firms.

Part time Accounting & GST, TDS & Income Tax Etc

Also handles internal audit of PSEIC (PB Govt Company) & All 15 Branches Independently

1. Worked with **Axis Bank Ltd** as a credit analyst from Financial Year 18-19 (up to jan2019) in a finance area

Designation – Assistant Manager with following responsibilities-

- Preparation of CMA data & analysis of financials of the borrower including ratio analysis like capital gearing, current ratio etc.
- Preparation of credit appraisal note including various checks before assessment like cibil check, credit rating, RBI default checks etc
- Handling of business loan, term loan & credit facilities like CC limits, bank Guarantee, etc.) credit appraisal tasks up to Amount of Rs.10 crores on the behalf of SME Centre of bank.
- Working capital limit assessment of borrowers etc.

[After Jan 2019 doing audit & taxation assignments on the behalf of CA firm)

2. Sandhu Automobiles Pvt. Ltd. From Dec. 2017 till June 2018

Designation – Internal Auditor with following duties -

(In short - Handling tasks like audit of books of account – sales, purchases, ledger, physical verifications of stocks lying with branches, TDS & income tax, debtors ageing, company law compliances etc.)

3. Another 1 and half year experience in CA firm that is R. GUPTA & Co. Chartered Accountants from Aug 2016 to Nov. 2017 as an Auditor under income tax Act, 1961

Designation – Audit & Taxation Manager

4. CA firm under articleship period of 3 years with H.K Chitkara & CO. Chartered Accountants from May 2013 to May 2016 as an article clerk

Total Experience 05 years and above with well reputed firms & companies

Professional Qualification: -

- Qualified as Chartered Accountant (CA) in May2022.

Academic Qualification:-

Particulars	Board/University	Score (In %)	Year
B.Com (Hons.)	Arya College, LDH. PU, Chandigarh	70.05	2014
12th	PSEB, Mohali	82.10	2011
10th	PSEB, Mohali	78.00	2009

Other Roles & Responsibilities:-

- Preparations of cma data & project reports for funding to client in ca office & calculation of ratios, analysis of balance sheet & making of projections etc.
- Income tax audit work & income tax returns of individual, trusts, firms & companies.
- Handling of the various income tax notices of the clients
- Gst no. & returns by considering all relevant supplies
- Gst concerns like input tax credit, blocked credit. gst refunds etc.
- Tds compliances & returns by considering all heads.
- Compliance with registrar of companies (roc) matters
- internal audit & also handling of various queries of audit team & assist them
- Bank reconciliations
- Balance sheet drafting & finalization
- Stock audit that is periodically verify stock as per books with physically lay down in stores

Major Assignments Handled:-

- Statutory & Internal Audit of public Ltd. Companies like Avon cycles Ltd., Avon Ispat & Power Ltd., Ralson (India) Ltd. Ludhiana
- Pvt. Ltd. Companies like Kuddo Knit Process Pvt Ltd, A.N.S healthcare Pvt. Ltd. & many more.
- Partnership & Proprietorship firms etc

Technical knowledge:-

- Currently working with ERP Microsoft dynamics 365(earlier was known as Navision)

- Knowledge of MS office like Excel, word, PowerPoint etc.
- Knowledge of Tally, Busy software & different customized softwares. Example- Logic, Evershine etc.
- Knowledge of taxation software like Smart Tax, Smart TDS etc.
- Knowledge of ERP Like SAP software for audit related matters only

Personal profile;-

Name	Hemant Gupta
Father's Name	Sh. Amrit Pal Gupta
Date of Birth	13 Sept., 1993
Gender	Male
Marital Status	Single
Nationality	Indian
Languages Known	Hindi, English & Punjabi.

Strength:-

- Positive Attitude, Leadership Qualities, Hardworking, Punctual, Honest etc.

Extra curricular activities

- Participated in national convention for CA students at 3 times.
- Participated in Arya College, Ludhiana in singing competitions in various functions of college.
- Also took a part in singing event in national convention organized by Ludhiana branch of NIRC of ICAI

Declaration:-

- I hereby declare that the particulars mentioned above are true.

(Hemant Gupta)

Place: - Ludhiana