

ATUL GUPTA

“Pearl Apartment”, 119/13 Flat No. 302 Darshanpurwa In Front of J K Jute Mill, Sarva
Dharam Dwara, Band Wali Gali, Kanpur – 208 012 (U.P.)
Mobile: +91-6266614896 / 9335889354, E-mail: atul_gupta6@rediffmail.com`

CURRICULUM VITAE

Professional Qualification:-

- “E-com@asset” Course from Asset International, Kanpur in January, 2001.
- “Certificate Course in Small Industries Management” conducted by Academy of Management Studies (A.M.S.), Lucknow in association with Uttar Pradesh Trade Promotion Council, Kanpur in 1997-98.
- Knowledge of Computers is as follows: -
 - ❖ Operating Systems : MS-Dos, Windows95/98/NT4.0/2000.
 - ❖ Networking : Windows NT 4.0, Windows 2000.
 - ❖ Software : Office 97 / 2000 / XP.
 - ❖ Accounting Software : Visipak, Tally 5.4 / 6.3 / 7.2 / 9.0

Academic Qualifications:-

- 1998 – 2000 M.Com from Chhatrapati Shahuji Maharaj University, Kanpur
in Second Division.
- 1995 – 98 B.Com from Chhatrapati Shahuji Maharaj University, Kanpur
in Second Division.
- 1993 – 95 Intermediate from B.N.S.D. Inter College, Kanpur by U.P.
Board in Second Division.
- 1993 High School from St. F.Xaviers High School, Kanpur by U.P.
Board in Second Division.

Working Experience:-

1) February, 2011 To till Date - Manager – Finance & Accounts

M/s. Rahul Trading Company – Cuttack, Bhopal, Indore, Raipur, New Delhi, Gurugram Haryana, A Supplier + Production + Recycling of Brewery & Distilleries Glass Bottles all over India.

Job Profile : Preparation of bank position for the Proprietor, stock statement, reconciliation of Ledger Accounts of parties, Assistance in finalization of Balance sheet and Audit assistance, working at Tally 9 Prime software, preparing monthly MIS reports required by the management; etc., Preparing timely monthly TDS / GST returns and their filing with our Advocates and CA. Preparation of Income Tax Assessment Case. Preparing

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daily bottle production report from Brewery & Distilleries. Issuing Sales Invoices as per the production received from Distilleries. Follow up timely releasing of funds from Brewery & Distilleries. Provide documents to Banks for taking Loan. Preparing all Directors / Proprietors personal investments and their books. Daily Creditors report for decision to release payments in next day. I had also prepared their Warehouse in New Raipur books of accounts independently.

MULTI-PURPOSE WAREHOUSE

a) M/s. Siya Infralogix LLP, New Delhi.

2) **August 2, 2010 To Jan, 2011** - **Assistant Manager Accounts**
M/s. Treadstone Limited, A 100% Export of Saddlery & Shoes, Kanpur.

Job Profile : Preparation of bank position for the Director, Preparation of stock statement & reconciliation of Ledger Accounts of parties, Assistance in finalization of Balance sheet and Audit assistance, working at Tally 9 software, preparing monthly MIS reports required by the management; etc.

3) **April 08, 2007 To July 31, 2010** - **Senior Accountant**
M/s. Lex International Private Limited, A 100% Export of Saddlery & Riding Boots, Kanpur.

Job Profile : Preparation of various vouchers, Correspondence with Bank for daily cheque clearing & any conversions from EEFC accounts for preparing bank position for the Director, Preparation of payments of parties & reconciliation of Ledger Accounts of parties, preparing monthly TDS & also quarterly TDS returns. Issuing TDS certificates, monthly service tax on freight, Assistance in finalization of Balance sheet and Audit assistance, working at Tally 7.2 software, preparing monthly MIS reports required by the management; preparing costing of every import invoices.

Assessment of sales tax case, Monthly VAT returns, I am also preparing monthly Trading & Profit & Loss Accounts to know gain & loss position of the said month. I also reconciled monthly Bank accounts, EEFC accounts etc, also preparing DBK statement & correspondence with our Directors personal investments and their bank account i.e., complete chart of their NSC's, FDR's, Insurance Policies, Mediclaim policies, RBI, SBI, UTI Bonds, various Mutual

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Funds investments and inform their timely maturity & again re-invest the said maturity amount to the new mutual funds as discuss with our investment agents. I am also preparing books of accounts of Our **Unit No. 2 – M/s. Lex Boots.**

4) January, 2001 To March 31, 2007 - Accounts Officer.

M/s. Aspire Autotech Private Limited, Kanpur, an ISO: 9002:2000 Certified Company and an Ancillary Unit of M/s. LML Limited, Scooter Division, Kanpur.

Job Profile : Preparation of various vouchers, Liasoning with Bank, Liasoning with LML for payments, Preparation of payments of parties, Assistance in finalization of Balance Sheet and Audit Assistance, working at Tally 6.3 software, MS Office and use of internet, handling stock monitoring and logistics, etc.

I had also prepared their sister concerns books of accounts independently and their assessment cases and their personal accounts: -

Software Company

b) M/s. Aspire Infotech Private Limited, New Delhi.

Proprietorship Firms – Bottling plant of Beer Bottles at Raipur

c) M/s. Rahul Trading Company.

d) M/s. Chandra Trading Company.

e) M/s. Kapil Enterprises.

5) April, 1997 To December, 2000 - Accountant-Cum-Store Incharge.

M/s. GKW Limited, Bolts & Nuts Division, Kanpur.

Job Profile : Receipt of material and entering in store ledger, dispatch of material to various distributors, issuing of invoices and bank documents to parties, tracking records of Sales Tax forms from parties, maintaining stores ledger up to date, preparation of monthly reports and sending them to Head Office, etc.

Father's Name	:	LATE A N Gupta
Date of Birth	:	April 27, 1978.
Marital Status	:	Single.
Languages Known	:	Hindi & English.

(Atul Gupta)