**CURRICULUM VITAE**

**ANIMESH KUMAR GUPTA**

Phone-0000000000

Email- yourid@gmail.com

**PERSONAL DETAILS**:

Date of Birth : 10th August 1988

Father’s Name : Arya Kumar

Gender : Male

Marital Status : Single

Nationality : Indian

Religion : Hindu

Cast : OBC-B

**SUMMARY OF QUALIFICATIONS**

* Multi-networked, Information- related, Cross-cultured.
* Strong communication and rapport-building skills.
* Skillful at processing data and information, keeping record and tabulation.
* Excellent knowledge in the matters of Finance an Accounting.
* Hardworking, goal-oriented, highly competent and team player oriented.
* Having a good analytical skill.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL. No.** | **Examination Passed** | **Name of The University/Board** | **Division** | **Percentage of Marks (%)** | **Year of Passing** |
| 1. | Masters OfCommerce | University Of Calcutta | 1st  | 68.00% | 2010 |
| 2. | Bachelor OfCommerce | Goenka College Of Commerce & Business Administration (Under University Of Calcutta) | 1st | 65.00% | 2008 |
| 3. | Higher Secondary | Naktala High School(Under W.B.C.H.S.E) | 1st | 71.40% | 2005 |
| 4. | Madhyamik Examination | Naktala High School(Under W.B.C.H.S.E) | 1st | 78.55% | 2003 |

**LANGUAGES KNOWN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SL. No.** | **READ** | **WRITE** | **SPEAK** |
| 1. | English | English | English |
| 2. | Hindi | Hindi | Hindi |
| 3. | Bengali | Bengali | Bengali |

**COMPUTER KNOWLEDGE:**

 1) Windows -7, Vista, XP, Microsoft Office (Word, Excel, Power Point

 Outlook), e-mail and Internet surfing.

 2) Obtain DST (Diploma In software Technology) certificate from CMC LTD.

 (A Joint Undertaking of TATA & Govt. OF India)

**EXPERIENCE SUMMARY**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL. No.** | **Name Of Organization** | **Division** | **Post Handled** | **Duration** |
| 1. | Larsen & Toubro Ltd.MMH IC,Mount Poonamallee Road,Manapakkam, P.B No.-979,Chennai-600089 | ECC Division,MMH IC | Asst. Accounts Officer | FromAugust-2012ToTill Date |

**RESPONSIBILITIES & DUTIES:**

**Duties included, but are not limited to:**

1. Full Charge Book-keeping & Accounting.
2. Preparation of Stock Statement.
3. Preparation of Cost Statement.
4. Bank Reconciliation Statement.
5. Supplier Ledger Reconciliation.
6. Sub-contractor Ledger Reconciliation.
7. Revenue Ledger Reconciliation.
8. Accounts Receivable & Billing.
9. Handling Insurance related Matters.
10. Tax related issues (Income Tax, Sales Tax, VAT, Work Contract tax)
11. Compilation of various Reports for Accounting & Managerial decision making purpose.
12. Inventory control
13. Financial Account analysis
14. Cash Handling (Receipt & Disbursement of cash)
15. Assembling documents for year-end audits and respond to auditors’ inquiries.
16. Budgeting
17. Ensuring and maintaining ethical accounting practices, Encouraging high moral.
18. Communicated tactfully and effectively with for boosting Team Productivity.

**Declaration:** I do hereby declare that the above information is true to the best of knowledge and belief.

 Signature