

RESUME

SAURABH GUPTA

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Ajmer, Rajasthan

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Academic Qualification:

- Secondary Passed from Board of Rajasthan.
- Sr. Secondary Passed from Board of Rajasthan.
- B. Com Passed from M.D.S. University, Ajmer

Work Experience:

- SHRINATH TRADERS (2 YEARS) (ACCOUNTANT CUM STORE INCHARGE)
- AUTUMN WOODS (1 YEARS) (ACCOUNTANT)
- KCRS FOODS PVT. LTD. (2.5 YEARS)(ACCOUNTANT CUM DIPO MANAGER)
- SATGURU INTERNATIONAL PVT.LTD. (BRAVIA HOTEL ACCOUNTANT)

Professional Skills:

- Punctuality
- Aggressive Professional Nature

Hobbies &Interests :

- Reading News Paper Watching You Tube & Web Series

Declaration :

- I hereby declare that all the above mentioned are true & best to my knowledge

Computer Skills:

- RS-CIT
- Tally

Personal Details :

Name	: Saurabh Gupta
Father's Name	: Late Anil Kumar Gupta
Mother Name	: Usha Gupta
D.O.B.	: 23/01/1996
Marital Status	: Unmarried
Language	: Hindi & English
Sex	: Male

Dated..... /..... /202

Place: Ajmer

(Saurabh Gupta)

Job Role

Current company

Satguru international Pvt. Ltd

At the post of **Accountant**, I am **responsible** for sale, Purchase invoice update, prepare report for Gstr1, Reconciliation of Gstr 2A, Journal Entry's, TDS entry, staff salary calculation and payment, coordinate with supplier, update bank statement, banking, cash collection, cash payment, email, billing, maintain files and records, man power handling, Petty cash, payment recovery from debtors, Prepare profit and Loss a/c

Previous company

KCRS FOODS PVT. LTD

I was on there at the post of **Accountant cum Dipo Manager** I was responsible for front office, maintain accounts ledger of party, Journal Entry's, TDS entry, banking, cash collection, cash payment, email, billing, maintain files and records, man power handling, proper loading and unloading of goods, production, receive orders from dealers, dispatch of goods, all other dipo activities, manage godown & keep record in stock register & system.