

# Manish Gupta

## Personal Details

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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

- Inventory and Receivable Executive Aug-23 - Present  
SRB & Associates, Chartered Accountants
  - Evaluated the effectiveness of stock rotation and FIFO methods to ensure compliance with Ind AS-2 and company policies.
  - Assessed the value of obsolete and slow-moving inventory items to identify potential write-downs or impairment losses.
  - Investigated discrepancies between physical stock count and book balances, identifying root cause and recommending corrective actions.
  - Conducted receivable ageing analysis to assess the recoverability of outstanding customer balances and identify potential bad debts.
  - Assessment of drawing power of the borrower and Margin of stock and Receivable on behalf of Bank for Working Capital Facilities.
  - Prepared Audit reports summarizing findings, recommendations and management responses for presentation to Bank.
  - Conducted property and collateral inspection hypothecated to banks towards Stock and Receivables as Security.
  - Conducted the through Stock count audits to verify inventory accuracy and identify discrepancies
  - Conducted various invoice audit towards channel finance facility sanctioned by banks to the borrower for purchasing from anchor as per the agreed sanction terms.
- Accounts Payable Executive Jan-2023 - Aug-2023  
Wow Momo Foods Pvt Ltd
  - Managed the AP function, reconciliation of Vendor Statements, resolving discrepancies and ensuring timely payment of invoices.
  - Prepared procurement reports and Tracker for ledger balance reconciled with System.
  - Audit of Invoices and approval of PO to facilitate timely procurement of raw material and Stores items across Pan India Warehouse.
  - Collaborated with cross-functional items, including purchasing, finance and procurement to resolve issues, improve processes and ensure alignment with organizational goals.
  - Utilized Excel tools to perform data analysis and identify patterns or trends indicative of potential issues.
  - Management of existing vendor master database and new vendors including setting up Vendor accounts, obtaining necessary documentation and ensuring compliance with vendor management policies.
  - Developed and maintained reconciliation templates and reports to document reconciliation activities, track outstanding items, and provide visibility into vendor balances.
  - Maintained documentation of audit procedures, findings, and resolutions in accordance with instructions.

## Education:

Course / Degree	School / University	Grade / Score	Year
B.Com Honours	University of Calcutta	62.45%	2020
Higher Secondary Examination	W.B.C.H.S.E	80.20%	2017
Secondary Examination	W.B.B.S.E	57.85%	2015

**Skills:**

- ♦ Data Analysis
- ♦ Pivot Table
- ♦ V Lookup
- ♦ X Lookup
- ♦ Data Validation
- ♦ Index Match Tally
- ♦ Tally ERP
- ♦ MS Dynamics 365
- ♦ MS-Word
- ♦ Vendor Reconciliation

**Certification:**

- ♦ Certification in Accounting Fundamentals from Corporate Finance Institute
- ♦ Certification in Reading Financial Statement from Corporate Finance Institute
- ♦ Certification in Information Technology from RNR Compuware.

**Achievement/Award:**

- ♦ Title of Best Quick Learner associated with SRB & Associates for the month of Feb"24 for Contribution to the firm.

**Interest:**

- ♦ Stock Market
- ♦ Personal Finance
- ♦ Internet Surfing
- ♦ Reading Books
- ♦ Fine Arts

**Language:**

- ♦ English
- ♦ Hindi
- ♦ Bengali

**Additional Information:**

Date of Birth - 15-06-1999  
Gender - Male  
Nationality - Indian  
Current Location - Kolkata  
Preference Location - Pan India  
Notice Period - 30 days

**Self-Declaration:**

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge.



Manish Gupta