

Curriculum Vitae

ANKIT KUMAR GUPTA

S/O:-Anil Kumar Gupta

*Address :- H.No.312,Behind Sanjay Trading Company, Auri More,
Anpara, Sonebhadra , Uttar Pradesh- 231225.*

Mobile No:- 8423107567, Email Id:- ankitanp326@gmail.com

DOB:- 26-FEB-2000, Nationality:- Indian, Religion:- Hindu,

Gender:- Male & Language Known :- Hindi & English.



Career Objectives:-

Secure responsible career opportunity to fully utilize my talent & skills to grow , while making a significant contribution to the success of the company.

Work Experience :-

❖ **ASSISITANT ACCOUNTANT, MADHUCON PROJECTS LTD, BINA** **January 2023 - Present**

- Maintain financial records and process invoices
- Handle daily cash & bank transactions.
- Final accounting of GRN.
- Reconciliation of vendors accounts statement.
- Final verification of vendor's & suppliers bills.
- Prepare and analyze financial reports for management
- Provide support to the Accounting Manager
- Performed accounts receivable/payable duties
- Reconciled bank accounts and handled journal entries
- Provided administrative support to the Accounting Team
- Maintaining the Sub contractors/vendors individual files along with relevant document.
- Any other work at site depending on the situation and allotted by site management.

❖ **Billing Assistant, ANAND HERO MOTOCORP, ANPARA**
November 2021 - December 2022

- Generated customer invoices.
 - Assisted in the preparation of monthly financial statements.
 - Streamlined processes to improve the accuracy and
 - Efficiency of billing procedures.
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Skills:-

Financial Analysis, Reconciliation, Auditing, Data Entry, Leadership & Time Management.

Hobby:-

Playing Games, Watching drama shows & travelling.

Education Qualifications:-

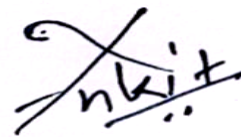
- **M.COM:-**
Awadhoot Bhagwan Ram P.G. College, Anpara, Sonebhadra, U.p
Passing Year :- 2022, Percentage :- 78%
- **B.COM:-**
Awadhoot Bhagwan Ram P.G. College, Anpara, Sonebhadra, U.p
Passing Year :- 2020, Percentage :- 60%
- **INTERMEDIATE:-**
DAV Public Sr. Sec. School, Bina, Sonebhadra, UP
Passing Year :- 2017, Percentage :- 79%
- **HIGH SCHOOL:-**
DAV Public Sr. Sec. School, Bina, Sonebhadra, UP
Passing Year :- 2015, Percentage :- 62.70%

COMPUTER QUALIFICATIONS:-

- *CERTIFICATE COURSE IN OFFICE AUTOMATION (CCO)*
- *DIPLOMA IN FINANCIAL ACCOUNTING (DFA)*
- *COURSE ON COMPUTER CONCEPT (CCC)*

Declaration:-

I hereby declare that all the statement made in this resume are true, complete and correct to the Knowledge.

A handwritten signature in black ink, appearing to read 'Ankit', with a stylized flourish above it.

(ANKIT KUMAR GUPTA)