

******Shree Ganeshaya Namah******

Akash Kumar Gupta
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Career Objective: To gain experience in the field of accounting & taxation and also utilize my skills Inorder to increase productivity of organization and individual growth.

Skill

Sound Knowledge in filling of GST, TDS and Income Tax Returns, and also having knowledge of maintaining accounts in Tally ERP & Prime and BUSY accounting package.

Work Experience

- (A) **Previous Employer :-** Parakh & Chowdhury (CA Firm)
- Address :- 17, Dhan Devi Khana Road, Phool Bagan, Kolkata – 700054.
 - Duration :- From March 2013 to Dec-2018.
 - Designation :- Audit Executive
 - **Responsibilities: -**
 - Handled Statutory Audit of Company, Partnership Firms, Proprietorship Firm& Individuals.
 - Filling of GST Return like GSTR-1, GSTR-3B, GSTR-4, GSTR-9 & 9C, Review of GSTR-2A.
 - Professional Tax payment monthly and annually return filling.
 - ROC & VAT return and VAT Assessment
 - Filing of TDS Return as well as correction of TDS return Online & offline, generationof TDS certificate.
 - Filing of Income Tax return of Individual, Firm etc.
 - Visiting department of Income Tax and Sales Tax for various purposes like assessment etc.
 - Reconciliation of Bank Account, conducting Ledger Scrutiny, vouching etc.
 - Preparation of Individual Accounts, Company Accounts and filling of their Return.
 - Filling of ROC -Balance sheet & Annual Return (Including share Transfer)

(B) Previous Employer: - Wishcare, Radiant International, Radian Sales & Rabiko Lifestyle Private Limited (Cosmetic Brand Selling on Amazon, Flipkart, Nykka and another online Platform-)

- Job Duration : - From January 2019 to January 2022.
- Designation :- Senior Accountant

Responsibilities -

- Develop and maintain timely and accurate financial statements and reports that are appropriate and are in accordance with generally accepted accounting principles for all the entities.
- Monitors financial performance by measuring and analysing results; initiating corrective actions; minimizing the impact of variances for all the entities.
- Responsible for monthly reporting, operating results and financial position and variance explanation for all the entities to the leadership team.
- Responsible to report and review bank reconciliations, loan schedules etc...
- Professional Tax payment monthly and annually return filling.
- GST State Wise Calculation & Payment
- GST return filling (GST-1, GSTR-3B, GSTR-9 & 9C) and GSTR 2A reconciliation
- Payout through RTGS, NEFT, Cheque, Net Transfer
- Clients Queries & coordination with Bank
- Handling Complete Accounts Payable Process.
- Making Vendor Payment in due time.
- Assisting in monthly, quarterly & annual closing of books of accounts.
- Maintaining Fixed Asset Register.
- Handling a Petty Cash disbursement on weekly basis.
- Preparing Bank Reconciliation on daily/monthly basis.
- TDS payment & Quarterly (Form-26Q & Form-24Q) return filling .
- ROC filling -MGT-7, AOC-4 & ADT-1 & maintain Company registered.

C) Previous Employer: -1) EBT Digital Marketing, & Dipikash Trading Private Limited

- Job Duration : - From 2022 June to Aug 2024
- Designation :- Senior Accountant

Responsibilities: -

- Develop and maintain timely and accurate financial statements and reports that are appropriate and are in accordance with generally accepted accounting principles for all the entities.
- Monitors financial performance by measuring and analysing results; initiating corrective actions; minimizing the impact of variances for all the entities.
- Responsible for monthly reporting, operating results and financial position and variance explanation for all the entities to the leadership team.
- Responsible to report and review bank reconciliations, loan schedules etc...
- GST (GSTR-3B , GSTR-1) & TDS monthly payment & Quarterly (Form-24Q & 26Q) return filling.
- GST State Wise Calculation & Payment
- Professional Tax payment monthly and annually return filling.
- GSTR 2A reconciliation
- Payout through RTGS, NEFT, Cheque, Net Transfer
- Clients Queries & coordination with Bank
- Handling Complete Accounts Payable Process.

- Making Vendor Payment in due time.
- Assisting in monthly, quarterly & annual closing of books of accounts.
- Maintaining Fixed Asset Register.
- Handling a Petty Cash disbursement on weekly basis.
- ROC filling -MGT-7, AOC-4 & ADT-1 & maintain Company registered.

D) As an Accounts and Tax Consultant -1) M/s Growth for you 2) M/s Puspanjali Matching Center 3) M/s Weactive International 4) M/s Uttam Enterprise 5) M/s Spark 6) M/s Ekbal Services 7) M/s Satyam Logistics 8) M/s Suntile 9) M/s R.N. Enterprise.

- Job Duration : - From Aug 2024 to April-2025

Job Responsibilities: -

- Develop and maintain timely and accurate financial statements and reports that are appropriate and are in accordance with generally accepted accounting principles for all the entities.
- Monitors financial performance by measuring and analysing results; initiating corrective actions; minimizing the impact of variances for all the entities.
- Responsible for monthly reporting, operating results and financial position and variance explanation for all the entities to the leadership team.
- Responsible to report and review bank reconciliations, loan schedules etc...
- GST (GSTR-3B & GSTR-1) & TDS monthly payment & Quarterly return filling.
- GST State Wise Calculation & Payment
- Professional Tax payment monthly and annually return filling.
- GSTR 2A reconciliation
- Clients Queries & coordination with Bank
- TDS return (Form-24Q & 26Q) & Certificate issue (Form-16 & Form16A)
- Handling Complete Accounts Payable Process.
- Assisting in monthly, quarterly & annual closing of books of accounts.
- Handling a Petty Cash disbursement on weekly basis.

E) Present Working at M/S PODDAR DYE LAB PRIVATE LIMITED-(Plastic Recycling Plant)

- Job Duration : - From May-2025 to till date

Job Responsibilities:-

- Develop and maintain timely and accurate financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP) for all entities.
- Record, manage, and finalize all accounting transactions in **Tally Prime**, including journal entries, adjustments, and ledger reconciliations.
- Monitor financial performance by measuring and analyzing results, initiating corrective actions, and minimizing variances across all entities.
- Prepare and present monthly operating results, financial position, and variance analysis reports to the leadership team.
- Review and report **bank reconciliations, loan schedules**, and ensure compliance with **PF and ESI returns**.
- Manage **Professional Tax payment and return filing** (monthly and annual) in accordance with statutory requirements.
- Perform **state-wise GST calculation, payment, and return filing** (GSTR-1, GSTR-3B, GSTR-9 & GSTR-9C) along with **GSTR-2A reconciliation**.
- Ensure accurate **TDS payment and quarterly return filing** (Form 26Q & Form 24Q).
- Prepare and submit **Cash Credit Stock Monthly Reports** to the bank, ensuring accuracy and

timely submission.

- Handle payments through **RTGS, NEFT, cheques, and online transfers.**
- Coordinate with banks and address client queries efficiently.
- Oversee the complete **Accounts Payable process** and ensure timely vendor payments.
- Assist in **monthly, quarterly, and annual closing and finalization of books of accounts.**
- Maintain the **Fixed Asset Register** and oversee depreciation calculations.
- Manage **petty cash disbursements** and reporting on a weekly basis.
- Prepare **daily and monthly bank reconciliations.**
- Handle **ROC filings** (MGT-7, AOC-4, ADT-1) and maintain company statutory and compliance records.
- Handling Complete Accounts Payable Process.
- Assisting in monthly, quarterly & annual closing of books of accounts.
- Handling a Petty Cash disbursement on weekly basis.

Computer Proficiency

- Working Knowledge of Accounting Package like Tally Prime, Tally ERP 9, Expert, and BUSY.
- Working knowledge with various versions of windows.
- Knowing Office Automation like Word, Excel, Power Point.

Academic Qualification

Standard	Board/University	Year	Specialization	Percent
B.COM	Calcutta UNIVERSITY	2011	Accountancy	50.00%
12 TH	W.B.C.H.S.E. BOARD	2008	Accountancy	65.20%
10 TH	W.B.B.S.E. BOARD	2006		56.88%
CPT	ICAI	2009	Accountancy	51%

Personal profile

Date of Birth : 23rd September'1988
Father's Name : Late Manoj Kumar Gupta
Mather's Name : Rajshree Gupta
Marital Status : Married
Hobbies : Listening music, Playing
Languages Known : English and Hindi and Bengali

Date: 05-11-2025

Akash Kumar Gupta

