

## CURRICULUM VITAE

### **SUNIL GUPTA (CMA)**

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### **CAREER OBJECTIVE**

Seeking a position where I can groom my knowledge & skills as a professional and lead the organization to a point of success in a long run.

### **EDUCATIONAL QUALIFICATIONS**

Degree	Institution/University/Board	Year of passing	Marks %	Achievement
CMA	The Institute of Cost Accountants of India	June 2018	52%	3 <sup>rd</sup> Group (1 <sup>st</sup> Attempt) 4 <sup>th</sup> Group (3 <sup>rd</sup> Attempt) Inter both Groups (2 <sup>nd</sup> Attempt)
MBA	Integral University – Lucknow (Distance Education)	Jan 2018	69%	Passed with First Division
CA (IPCC)	The Institute of Chartered Accountants of India	May 2011	53%	Both Group (3 <sup>rd</sup> Attempt) CPT (First Attempt)
B. Com	Delhi University – School of Open Learning	2012	53%	Secured 87% in Financial Accounting Secured 88% in Corporate Accounting
Higher Secondary	CBSE – Modern School	2009	75%	Secured 90% in Mathematics Secured 81% in Accountancy
Secondary	CBSE – Rockwood School	2007	65%	Secured 75% in Mathematics

### **COMPUTER PROFICIENCY**

- ❖ Having working knowledge of computers in MS Office (Advanced Excel), Internet applications and various accounting packages like Tally (7.0, 9.0 ERP9 etc.), Webtel, Computax, Finacle & Crown (Banking ERP Software), FCA (ERP Software), Oracle Software (cubus, Business Intelligence production, Cadency, Hyperion financial Management), Investran, Genius, Cleartax etc.
- ❖ Computer training from ICAI (Chartered Accountant) and ICAI (Cost Accountant)

### **PROFESSIONAL TRAINING**

#### **Articleship in JPAAG and Associates (Chartered Accountants) from 16th Aug'11 to 12th Dec'14**

##### **Assignments handled**

- **Statutory audits and internal audits:**
  - Bharat Sanchar Nigam Limited (BSNL)
  - Plaza Group of Industries (Plaza Cables Ind.)
  - Dignus Foods Pvt. Ltd.
  - District Rural Development Authority
  - Punjab State Co-operative Milk Producers' Federation Ltd.
  - And many more.
- **Preparation of Cost Sheet and Analysis for Cost reduction and Cost control:**
  - Gurind Glasses Private Limited
- **Budgeting and Forecasting Activities:**
  - Goyal Infra Projects Pvt. Ltd. (Infrastructure Ind.)
  - Plaza Group of Industries (Manufacturing Industries)
- **Bank Audit (Statutory Audit, Concurrent Audit, Stock Audit, Credit Audit, Revenue Audit, KYC Audit, Quarterly Review Audit etc.):**
  - Federal Bank (Statutory Audit)
  - Indian Bank (Concurrent & Quarter Review Audit)
  - United Bank of India (Concurrent Audit)
  - Union Bank of India (Concurrent Audit)
  - Axis Bank (KYC Audit)
  - Oriental Bank of Commerce (Concurrent Audit)
  - Indian Overseas Bank (Credit & Concurrent Audit)
  - Bank of India (Concurrent Audit)
  - Karur Vysya Bank (Stock & Revenue Audit)
  - Bank of Baroda (Concurrent Audit)
  - ICICI Bank (Documents Audit)
  - And many more
- **Miscellaneous Areas:**

Preparation and Analysis of Financial Statements, Reconciliation, Scrutiny of Ledgers, Filing of income tax returns, Tax Audit, Handling Appeal & Prosecution cases of direct & Indirect taxation, TDS Returns, VAT Returns, Service tax & Excise Returns, Filing of certain ROC Forms, LFAR & Tax Audit Consolidation, Stock Audits, Preparation of CMA & Projection reports, Valuation reports, etc..

## Audit Assistant (Training) in K.L. Jaisingh and Company (Cost Accountants) Apr'15 to Mar'16

### Assignments handled

#### • **Cost audits:**

- Goyal Gases Pvt. Ltd.
- Kailash Healthcare Pvt. Ltd.
- Indian Oil
- Railtel Corporation of India
- Mother Dairy
- And many more

#### • **Maintenance of Cost Records:**

- Goyal Windmills Pvt. Ltd. And many more

#### • **Miscellaneous Areas:**

Preparation of Abridged Cost Statement, Product Costing, Inventory Management, Analysis and Maintenance of Cost Records, Reconciliation of financial profit with Cost Profit, Budgeting, Forecasting, Stock Audits etc.

## **Project/Audit undertaken & Professional/Working Experience**

### **Job Description**

Valuable experience in the field of Cost audits, Statutory & Internal audits, Tax audits, Bank audits & other Special assignments. The assignments include review of compliances with the requirements of the applicable Law, Standards, Rules & Regulations for that Company and reporting thereon. Analyzed the audit areas for cost benefit perspective. Worked in large sized teams within strict deadlines. It enabled me to develop team spirit and enhance the effectiveness of deliverables & service by handling work pressure.

## **Paid Assistant in JPAAG and Associates (Chartered Accountants) from Dec'16 to Jun'18**

### Assignments handled

#### • **Statutory audits and internal audits:**

- Goyala Infra Projects Pvt. Ltd.
- Eksaath Events Pvt. Ltd.
- Dignus Foods Pvt. Ltd.
- Singhania Industries Ltd.
- Adi Visuals Pvt. Ltd.
- And many more.

#### • **Budgeting and Forecasting Activities:**

- Goyal Infra Projects Pvt. Ltd. (Infrastructure Ind.)
- Plaza Group of Industries (Manufacturing Industries)

#### • **Bank Audit (Statutory Audit, Concurrent Audit, Stock Audit, Credit Audit, Revenue Audit, KYC Audit, Quarterly Review Audit etc.):**

- Bank of India (Statutory Audit)
- Canara Bank (Concurrent Audit)
- Bank of Baroda (Concurrent Audit)
- Federal Bank (Statutory Audit)
- Karur Vysya Bank (Revenue Audit)
- And many more

#### • **Miscellaneous Areas:**

Preparation and Analysis of Financial Statements / Books of Accounts, Reconciliation, Scrutiny of Ledgers, Preparation & filing of income tax return, Handling Appeal & Prosecution cases of direct & Indirect taxation, TDS Returns, GST Returns, Filing of certain ROC Forms, LFAR & Tax Audit Consolidation, Stock Audits, Preparation of CMA & Projection reports, Valuation reports, etc..

## **MetLife Global Operations Support Centre Pvt. Ltd. from Jul'18 to Oct'19 as an Accounts officer**

### Assignments handled (Alternatives Investment Accounting and Reporting):

- Analysis of Financial Statements of Metlife Inc to Measure liquidity, Profitability, company – wide efficiency, and Cash flows.
- Analysis of Financial Statement of the Entities in which Metlife has invested and reporting for the same of variances in fair valuation of such investment.
- Internal Audit basically the Investment part of Financial Statement to examine whether done as per Accounting Standards, Rules and regulation and Mandatory disclosures are made.
- Working closely with the team to ensure accurate financial reporting and decision support.
- Recommending actions by analyzing and interpreting data and making comparative analysis, studying proposed changes in methods and materials.
- General Ledger (GL Accounting) of sub ledgers with ledger accounts.
- Fund Accounting of Contribution, Distribution, FXCM, Reclass entries etc.
- Performing month and year end close processes.
- GAAP and STAT Reporting (Statutory reporting as per GAAP)
- Net Investment Income (NII) Reporting done monthly to report all Equity Investment made.
- Other reporting such as source code, QFS cost based NII tie out, etc.
- Fund reconciliations and its reporting to examine the variances.
- Preparing Management Reports as MPR, ABC Time and motion and Accuracy report.

## Consultant in Plaza Cables Group of Industries from Oct'19

### Assignments handled in Plaza Group of Industries:

- Assisting in Audit like in GST Audit, Income Tax Audit, Cost Audit, Statutory Audit and Branch Audit.
- Conduct Stock Audit, Management Audit and Inventory Management for all Branches including Manufacturing Unit.
- Maintenance of Cost Records & Reviewing of Cost Accounting Standards, Policies & Procedures, Preparation of Abridged Cost Statement, Product Costing and Analysis.
- Working closely with the Management and team to ensure accurate financial reporting and decision support.
- Compliance of Laws and Regulations in the company like provisions of GST, Income tax, Custom, Companies Act, PF and other Industrial law.
- Reconciliation of GST Input Credit and other Financial Accounts Reconciliations like TDS, Inter-company Reconciliations etc. and Scrutiny of Ledgers.
- Assisting and Handling the Appeals and Various Cases of Income Tax and GST and also assisting in filing the various forms such as cases in VVS Scheme of Income tax etc.
- Reviewing Financial and Business reporting, Accounting Standards/ Principles/ Policies/ Procedures, Taxation Principles and Statutory Enactments with the ability to relate theory with practice.

### Assignments handled (Others):

- Returns – ROC, Income Tax, TDS, GST, Audit & Annual Returns of GST, GST Reconciliation Refund cases of GST, Appeals and Prosecution Cases of taxation etc.
- Compliance of Laws and Regulations in the company like provisions of GST, Income tax, Custom, Companies Act, PF and other Industrial law.
- Preparation of CMA and Projection Reports
- Formation of Companies, Acquisition of Sole-proprietorship into Private limited.

## **KEY SKILLS**

- ❖ Inter-personal Skills and liasoning.
- ❖ Good Motivational and Communication skills.
- ❖ Ambitious, Enthusiastic, Creative, Hardworking and Dedicated to Work
- ❖ Leadership Qualities and Smart working nature.

## **LANGUAGES KNOWN**

- English & Hindi (WRS)

## **PERSONAL INFORMATION**

**Father's Name** : Mr. Gopal Gupta  
**Date of Birth** : 18-April-1991  
**Sex** : Male  
**Marital Status** : Married  
**Nationality** : Indian  
**Permanent Address** : A-376, New Ashok Nagar, New Delhi – 110096

## **HOBBIES**

Internet Surfing, Exploring Software and Playing Games.

## **DECLARATION**

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Sunil Gupta)