RESUME

**RAVI KUMAR GUPTA**

**Chartered Accountant & Company Secretary**

**Email:** [**ravi.gupta0001@gmail.com**](mailto:ravi.gupta0001@gmail.com)

**Phone: +916201128013**

**+919710507065**

* **Summary**

**Career Objective:** Constantly looking forward to learn from the best practices, challenge myself with opportunities and mentor people to achieve professional goals that envision the organization’s mission and vision.

* Professional experience of 65 months; 6 Months in Pvt. Ltd. Company, 23 months with National Securities Depository Ltd., 24 months with ICICI Bank & 12 months with BKB Transport Pvt. Ltd.
* 3.5 years Internship in Gupta & Manglik and Mandawewala & Co. Chartered Accountant firm, Kolkata.
* **Professional Qualification**

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| **Name of Examination** | **Board/University/Institution** | **Year of Passing** | **Percentage** |
| CA- FINAL | THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA | MAY 2015 | 51.12% |
| CS- FINAL | THE INSTITUTE OF COMPANY SECRETARIES OF INDIA | JUNE 2015 | 50.62% |

* **Academic Qualification**

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| **Name of Examination** | **Board/University/Institution** | **Year of Passing** | **Percentage** |
| B.COM. ( Honors ) | TILKAMANJHI BHAGALPUR UNIVERSITY,BHAGALPUR | 2007 | 76.25% |
| HIGHER SECONDARY (12TH) | BIHAR SCHOOL EXAMINATION BOARD,PATNA | 2004 | 66.00% |
| SECONDARY (10TH) | BIHAR SCHOOL EXAMINATION BOARD,PATNA | 2002 | 67.28% |

* **Work Experience**

**Manager-Finance & Accounts, Spoton Logistics Pvt. Ltd., Bangalore December ‘20– Present**

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| **Nature of work done** | * Monthly Revenue Reconciliation as per SAP and Internal Revenue processing software. * Preparation of Monthly MIS and Validation of MIS. * Reconciliation of GST Purchase Register with GSTR -2A and Preparation of GSTR-1 file for uploading in GST authority website. * Checking of Vendor for controlling the Payment. * Analysis of Monthly Accrual for accounting in SAP after verifying and checking. * Analysis of Monthly Cost Analysis. * Preparation Dashboard Report to present to Investor as KPI Financial report. * Preparation of Ageing Report for controlling the Vendor Payment and Checking if any major advance processed after proper PO approval. * Posting of Monthly closure entries in SAP in compliance with GST and TDS |

**Assistant Manager- Audit & Inspection, NSDL, Chennai                   April ‘18–   Nov.‘20**

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| **Nature of work done** | * Business operation Audit & Inspection of the Depository Participant (DP), Shares Registrar & Transfer Agent and service centers as per the business rule prescribed by the NSDL, Exchanges and SEBI Guidelines and verifying the checklist point. * Verifying the operation control of DP for processing the transaction in NSDL System. * Reporting of the deviations observed in transactions as per NSDL policy and control. * Sampling based verification of transaction process in the back office and NSDL System. * Follow up with DP Management and internal auditor for the compliance closure within the time line, deviation report, status and steps taken to prevent reoccurrence of failure. * Raising queries after Checking and verification of Internal and concurrent audit report submitted by DP. * Involved in SEBI special inspection and coordinating with official for compliances follow up and procedure. * Preparation of MIS and updating the management compliance status. * System Audit. |

**Deputy Manager- Strategic Solutions Group, ICICI Bank, Chennai                        March ‘16–   March’ 18**

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| **Nature of work done** | * Managing client relationships of large corporate groups under financial stress and regular monitoring of the assets. * Analysis of quarterly and monthly Financial statement of the borrower * Assessing risk and additional capital requirements for stressed assets   + Critically analyzed the business model, industry trends, financial statements and ratios for financial modeling. * Coordinating with legal department for the legal matter. * Analysis of **large *Sugar Manufacturing Industry***  financial statement for credit evaluation * Good working knowledge about **banking operations** like stock audits, asset quality review, executing security documents, Analysis of Key Ratio Parameters, Cash flows & fund flow analysis. * Critically analysis of projected financial statement for the renewal of cash credit facility proposal. * Follow up with consortium bank for reviewing the assets quality and recovery plan. |

**Accounts Executive, BKB Transport Pvt. Ltd., Phusro                             June ‘14–   May‘15**

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| **Nature of work done** | * Taking care of day to day transaction including passing of bills and vouchers. * Tracking of accounts receivables. * Preparation of bank reconciliation statement. * Preparation of machinery parts order requisition. * Computation and verification of Service tax, TDS, P.F., ESI and other statutory due. * Preparation of monthly & quarterly budget and variance for the same. * Preparation of monthly & quarterly Accounts of the branch office& * Preparation of financial statement. |

**Article Assistant, Gupta & Manglik, Kolkata                        October ‘08 –   March ‘11**

**Article Assistant, Mandawewala & Co., Kolkata                            August ‘07–   September ‘08**

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| **Nature of work done** | * Involved in Tax Audit, Statutory Audit, Vat Audit, and Stock Audit of the various organisation. * Filling of Income tax & service tax return of various entities. * Filling of various e-forms to RoC for the statutory compliances of the company. * Involved in Expenditure Audit of Government organisation. |

* **Other Achievements**

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| **Prizes/Certificates/Social Program** | * Certificate of Computer Training Program By ICAI, * Certificate of Accounting Technician Certificate By ICAI, * Completed 15 Days GMCS- II Program of ICAI, * Certificate of Computer Training Program of ICSI. |
| **Computer skills** | * Proficient in MS office, Tally (Up to ERP 9) * Proficient in e-mail, Internet. |

* **Personal Details**

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| **Address for Correspondence** | Sri Panduranga Mens PG,14th Cross Road, Opposite Nachis BNB,Eshwara Layout, Indiranagar ,Bangalore  PIN-560038 | **Permanent Address** | S/O- Devendra Prasad Gupta,  AT-Warsaliganj,  PO-Mirjanhat,  CITY-Bhagalpur  STATE-Bihar  PIN-812005 | |
| **Date of Birth** | 05THNovember 1986 | **Marital Status** | | Unmarried |
| **Passport No.** | L5217434 | **Languages Known** | | English, Hindi |

* **Hobbies**

Listening Music, Playing Chess.

* **Declaration**

I hereby declare that all the information stated above are true and correct to the best of my Knowledge and belief.

**DATE:-**

**PLACE:-CHENNAI RAVI KUMAR GUPTA**