RESUME

**RAVI KUMAR GUPTA**

**Chartered Accountant & Company Secretary**

**Email:** **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
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**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.
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**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.
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**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.
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**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.
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* **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.
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| **Computer skills** | * Proficient in MS office, Tally (Up to ERP 9)
* Proficient in e-mail, Internet.
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* **Personal Details**

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| **Address for Correspondence**  | Sri Panduranga Mens PG,14th Cross Road, Opposite Nachis BNB,Eshwara Layout, Indiranagar ,BangalorePIN-560038 | **Permanent Address** | S/O- Devendra Prasad Gupta,AT-Warsaliganj,PO-Mirjanhat,CITY-BhagalpurSTATE-BiharPIN-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**![https://rdxfootmark.naukri.com/v2/track/openCv?trackingInfo=39acedbfc49e5bfb2e009afde1520fea134f530e18705c4458440321091b5b581209120118485c58004356014b4450530401195c1333471b1b1115405c5a00534a011503504e1c180c571833471b1b01164959540f595601514841481f0f2b561358191b15001043095e08541b140e445745455d5f08054c1b00100317130d5d5d551c120a120011474a411b1213471b1b111248585b0f584d1b0b12115c6&docType=docx](data:None;base64...)