

# Ayushi Gupta

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To take a challenging role on business operations as Business Analysis and give an efficient and effective solution that will help the organization to achieve the best solution in business and ultimately increase its productivity in market. Seeking a career in accounting with a company, where I can apply my Understanding, skills and knowledge to assist in the growth of the company and my personal development.

## HIGHLIGHTS

Account Officer

Assistant Manager (Accounts)

Knowledge of MIS

Good knowledge (DCRC)

Good knowledge computer Skills.

MBA

Quick learner

Good inter personal skills and ability to work under pressure

Ability to build team environment

## Profile

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- Account Officer for IIMT Group (IIMT Life Line Hospital).
- Assistant Manager (Accounts) at Sunshine Infraheights Pvt. Ltd (Project Silver Lune Urbe) Meerut Bypass, Meerut.
- Dealer Customer Relationship Coordinator (**DCRC**) for automobile company. Having Good experience and communication skills.
- Ability to function as a team player and alternatively work independently to achieve objectives.
- Excellent problem solving and troubleshooting skills.
- Demonstrated ability to manage multiple tasks and deadlines.
- Language known English and Hindi.

## Responsibilities

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- Reviewing, compiling and financial information.
- Maintaining day-to-day cash inflows and outflows.
- Prepare and review budget.
- Maintaining, controlling the expenses of the company.
- Reporting the daily, weekly and monthly fund statements.
- Reconciling the cash book and bank book.
- Knowledge of TDS, Service Tax, Work Contract Tax & Labour Cess.
- Interacting with internal and external auditors in completing the audits.
- Issuing receipt to the customers for the payment.
- Completing all the activities on same day without keeping any pending works.
- Verify that all accounting related activities follow company standards.

- Presenting accounting issues and results to executive committees and upper management.
- Managing the account budget and invoice with the client.
- Brokerage calculation according to disbursement schedule.
- Record maintenance & determination of Liability of the vendors.
- Maintaining Letter Of Intent, Purchase Order and work orders of the Parties.
- Maintaining MIS Reports.

## **Expertise summary**

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### Customer Services Assistant Skills

- Have a genuine interest in working with and helping customers.
- Be able to work as part of a team.
- Be well presented, polite, tactful and friendly.
- Be numerate, lively and quick-thinking.
- Be patient and calm.
- Be able to handle complaints and difficult situations.

### Accounting Skills

- Well versed with all the accounting concepts.
- Good interpersonal and communication skills.
- Responsible for complex interaction with clients.
- Ability to work under pressure.
- Ready to handle complexity and ambiguity.
- Able to understand any minor or major mistakes in accounts.
- Maintaining good record of all accounts, which is understood by others.

### Computer Skills

- Computer Basics
- Microsoft Office (Word, Excel, Outlook)
- Well versed with internet

## **Academic qualification**

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- MBA from PTU university in the year 2012.
- B.com from Meerut College of CCS University In the year 2010.
- 12<sup>th</sup>(Commerce) from Rishabh Academy, Meerut (Cantt).
- 10<sup>th</sup> from Rishabh Academy, Meerut (Cantt).

## Work Experience

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- Account Officer in IIMT Group (IIMT Life Line Hospital) (From April'19 to Till Date).
- Assistant Manager (Accounts) in Sunshine Infraheights Pvt. Ltd "Project Silver Lune Urbe" (From May-2014 To January 2018 ).
- Worked with Ford India as DCRC (From July-2013 To April 2014).
- Worked as an administrator in a software company (From Feburary'2012 To March 2013).

## Personal summary

Date of Birth:	Jan 16, 1990
Father's Name:	Mr. Dinesh Chand Gupta
Marital Status:	Married
Language Known:	English, Hindi
Nationality:	Indian
Gender:	Female

**(Ayushi Gupta)**