

# Rakesh Kumar Gupta

A-57 Keshav Vihar, Kalyanpur, Lucknow-226022

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## PROFILE SUMMARY

- Result oriented professional with more than 10 years experience in Accounts and Finance. Presently working with **UP State Bridge Corporation Limited, Lucknow.**
  - Worked 1.5 Year in **Sun Facility Service Pvt. Ltd. Lucknow** which worked for Cleaning Gardening and Man Power supply in Government District Hospital and Many Government Institute.
  - Before above I have 2 year experience in **UP Health Systems & Strengthening Project (World Bank Funded Project)** which worked under **UP Health Department.**
  - Many project done in the field of Accounting and Finance under **UV Systems & Software** Company which worked many automation projects of Government Department through accounting software TallyERP9. I am well converse with TallyERP9 software. I have worked many Government Department.
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## PROFESSIONAL EXPERIENCE

**UP State Bridge Corporation Ltd. Lucknow**  
**(Accountant)**

**June-2021- Till Date**

- Prepare and Posting Payment, Receipt, Journal and FDR Voucher entry in software.
- Prepare notesheet for payment, Bank List and breakup list of fund transfer to all Base Construction Units and Mechanical Units.
- Manage day-to-day financial operations, including accounts payable, accounts receivable, and general ledger entries.
- Prepare and maintain accurate financial statements, reports, and records.
- Check salary bank list and prepare summary and breakup for bank payment.
- Reconcile bank statements and financial documents for accuracy and completeness.
- Prepare letter as per assigned by officers and prepare bank transfer letter for payment.
- Handling all banking related works.
- Check voucher with cashbook and submit to officer for lock.
- Handling and filling GST is one of the key responsibility that should be included in account executive job description.
- Prepare details of GSTR1 and GSRT3B for GST return monthly and deposit TDS challan.
- Prepare analysis of accounts, Compiling Trail Balance of Branch Units.
- Finalizing accounts, assisting in audits, maintaining ledger, maintaining account of fixed assets, and conducting all other accounting activities.
- Corresponding to bank for Bank Guarantee FDR and DD for Tender Process.

**Sun Facility Service Pvt. Ltd. Lucknow**  
**(Accounts Executive)**

**Oct 2019-March 2021**

- Prepare Voucher, Cheque, Cashbook and Ledger. Check Invoice and Verified for payment.
- Handling all banking related works.
- Prepare Outstanding Report of Receipt and follows up to get the payment release from client/deptt.
- Communicating with clients and vendors through phone calls or email.
- Making payments through various modes like NEFT, RTGS, cash, cheques, etc and keeping track of them.
- Preparing invoices and following up for pending payments.
- Handling and filling GST is one of the key responsibility that should be included in account executive job description.
- Finalizing accounts, assisting in audits, maintaining ledger, maintaining account of fixed assets, and conducting all other accounting activities.
- Prepare statement details of all expenses and Voucher entry of all payment in books/Ledger and in Tally.ERP9 Software. Prepare outstanding details of all vendor and coordinate him.

- Controlling all payment Receipt with coordinating vendor and Maintain MIS monthly and prepare note sheet and checked all Bill of third party related HR and process salary of all District Hospital staff
- Corresponding to bank for Bank Guarantee FDR and DD for Tender Process.

Prepare details of GSTR1 and GSRT3B for GST return monthly and deposit TDS challan.

- Prepare analysis of accounts, monitoring bank accounts to ensure payment are up to date, resolving invoice discrepancies, maintaining vendor files, corresponding with vendor and responding to inquiries.
- Checking attendance and salary prepare by HR of all deputed staff in Hospital and Institute.

**UPHSSP(Project)  
Uttar Pradesh Health Strengthening Project Lucknow  
Consultant (Accounts & HR)**

**Aug 2017 - Sep 2019**

- Maintain MIS for Every Month and prepare statement details of all expenses against budget.
- Prepare Note Sheet for every month, Maintaining record and handling induction program.
- Handling recruitment for Doctors, Ward Boy's and Paramedical Staff Nurse.
- Any other task/project assigned my management from time to time.
- Check invoice as given by Agency and Check & verify bill for All 51 Government Hospital's & PSU Staff given by Agency.
- Co-Ordinate with Agency/Vendor Staff for any query & resolve the issue and send the final note sheet within time by finance team.
- Prepare outstanding reimbursement payment report of All Project Staff to till date.
- Prepare payroll data through Software of Hospital Manager's, Doctor's and Paramedical Staff.
- Prepare treasury bill for payment and voucher entry of all payment in books/Ledger and Tally.ERP9 Software
- Prepare outstanding details of all vendor and coordinate him and controlling all payment through Entry in Tally.ERP9 Software.
- Checked all Bill of third party related HR and process salary of all district Hospital staff and PSU staff
- Possessing the ability to sell effectively and Able to manage multiple clients across different sites.

**Project done:- UP SCIDCO  
UP State Construction & Infrastructure Development Corporation  
(Accounts Executive)**

**Aug 2015 - July 2017**

- Checked voucher entry and data of Accounts Sections branch offices and head office.
- Checked outstanding details of staff advance of Head office staff and maintaining ledger.
- Remote Access data of all Unit though Tally.ERP Software and check tally working data.
- Compiling Trail Balance Data of All Units with head office.
- Resolving the accounting problem and technical problems in TallyERP9 software of all unit office
- Posting entry of all voucher in tally and submit ledger details to management.
- Responsibility of Posting all Voucher and Submitting the Vat Challan and Downloading Form 31.
- Prepare monthly MIS and Bank Reconciliation and Implement tallyERP9 with all unit and resolving problem related to tally.

**Project done:- UP Projects Corporation Ltd Lucknow  
(Accounts Executive)**

**April 2015 - July 2015**

- Posting of all Vouching, Ledger & prepare daily MIS report Maintain Payroll monthly.
- Cash Book maintenance & Bank Receipts and Bank Reconciliation.
- Prepare fund transfer notesheet and prepare fund transferred bill and payment advice.
- Resolving the problem of TallyERP9 software and bookkeeping bank balance check
- Processing monthly expenses, cash flow forecasts, bill query, assist with management accounts and budgeting

**Project done: -Rajya Krishi Utpadan Mandi Parishad  
Gomti Nagar, Lucknow  
(Help Desk Support Executive)**

**April 2010 – March 2015**

- Preparing all Vouching manual and posting in Tally. Maintain day to day ledger and cash book.
- Prepare notesheet of all Payments of Contingency desk and posting in tally regularly.
- Asking for payment Receipt from cash department and posting ledger than entry in Tally Software.
- Prepare bank reconciliation and prepare monthly Trail Balance and maintain fund transfer statement to All DDC office and DDA offices.
- Resolving all problem related TallyERP9 software of DDC office, DDA office and head office.
- Preparing Cheque of all payment and posting in check book ledger, prepare monthly MIS report.
- Preparing expenses detail of head offices according to expense send fund for expense to division
- Asking expenses details of all division office and compiling data.
- Prepare Trail Balance monthly of Head office and all DDC office.

**Worked at many Automation Projects of Govt. Sector of Accounts and Finance Department.**

- Automation of Accounts and Maintain Payroll Program on TallyERP9 Software in ITI LTD, Regional Office Vibhuti Khand Gomti Nagar Lucknow
- Maintain Payroll on TallyERP9 Software of UP Electronic Corporation Ltd. Lucknow.
- Developed Payroll Program on TallyERP9 of UP Medical Faculty Lucknow
- Automate Store Management Program on TallyERP9 of UP Tourism, Lucknow

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**ACADEMIC CREDENTIALS**

**B. Com.**

Deen Dayal Upadhaya University, Gorakhpur 2007

**IT Skills**

MS Office, TallyERP9, CCC Certificate and Diploma in Computer Application.

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**PERSONAL DETAILS**

Date of Birth : 02nd May 1988

Father Name : Late Rajendra Prasad Gupta

Languages : English, Hindi

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(Rakesh Kumar Gupta)