**LALIT KUMAR GUPTA**

**(B.COM, DPCS, M.COM, MBA-F)**

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**Dear Sir / Madam**

This letter is to introduce myself for the available position in your organisation. My diversified and in-depth professional work experience with **Jawad Business Group (Bahrain),** **Varun Beverages Ltd. (2 years & 1 Months in Gurgaon, India), Nahar Fabrics Ltd (10 years in Chandigarh. India)** coupled with a record of outstanding performance at both professional and academic studies (as detailed in my resume) has enabled me to present myself as a potential candidate for the position in your organisation that can fulfil my need for incessant professional development and provide an opportunity for career growth.

I have qualified as a Bachelor in Commerce **(B. Com)** in Apr 1989 and Diploma in Data Preparation & Computer Software (**DPCS**) in Dec 1992. I have been awarded a Master Degree **(M. Com)** in Commerce from University of Shimla in Feb 1994. My consistent professional achievements such as Master in Business Administration **(MBA-F)** in December 2004 prove my determination and demonstrate my firm commitment to work hard for the accomplishment of my objectives.

Presently, I am working as a Manager Accounts **(Kewalram & Sons) Manama**. I am reporting to the company Directors**.** Prior to this I was workingin the ‘Jawad Business Group**Bahrain** and wasreporting to the G.M. Finance.Worked in JBG for more than ten years, I have had an opportunity of being involved in audits, review engagements and special assignments of various kinds at different time intervals. This exposure with a variety of work experience has provided me with an insider view of the key business processes within an organisation, accounting and internal control systems as well as accounting framework of an array of industries. Equally important, it has enriched me professionally and equipped me with the traits needed to deal with a variety of situations in an innovative, effective and efficient manner.

I am currently seeking job prospects that commensurate with my qualification and work experience. I would welcome the opportunity to further discuss how I can best meet the needs and expectations of your organization.

Regards

Lalit Kumar Gupta

Encl: My Resume

Lalit Gupta

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Seek challenging managerial Finance position in the Retail / Financial / Corporate sectors.

**Executive Profile**

* Master of Business Administration **(M.B.A-Finance**) from IGNOU, Delhi in 2004
* Master of Commerce (**M. Com**) from H.P. University, Shimla in 1994
* One Year Diploma (**DPCS)** in Data Prep. & Computer Software I.T.I. Of Patiala in 1992
* Bachelor of Commerce **(B. Com)** from Punjabi Uni. Of Patiala in 1989

Have 18+ years of post-qualification Work Experience in various Finance roles

**Key Skills – Highlights**

Accounts & Finance: Interpretation of Financial statements, Consolidation of Financial Statements, Preparation of financial statements. Very good knowledge of Sap R/3 & Ecc-6 (Fico) & Oracle 12i

**Career Summary**

At present working with Kewalram & Sons -Bahrain-Manama as a Manager Accounts.

Worked with **Jawad Business Group**-Bahrain as an Manager accounts for 10 Years

Worked with **Varun Bev Ltd** – Gurgaon, India as an Asstt. Manager - 2 years and 1 Months.

Worked with **Nahar Fabrics Ltd** – Chandigarh as an Accountant – 10 Years.

Worked with **Axia Eng. Co.** – Patiala – as a Clerk – 3-year 1 month

**Professional experience (Post qualification)**

**KEWALRAM & SONS -BAHRAIN- MANAMA- Manager Accounts Oct 2019-**

**Responsibilities:**

* Managing the organizational local & foreign payables.
* Looking after AR/AP/GL activity
* Presenting on weekly basis cash flow report to the management.
* Liaising with the banker for day to day transaction purpose.
* Presenting on monthly basis P/Loss to the management
* Handling year end audit
* Handling any other allotted assignment by management time to time.
* Supervision of monthly payroll.

**JAWAD BUSINESS GROUP- BAHRAIN- Finance Manager JUN 2009- JUN-2019**

**Responsibilities:**

* Managing the organizational local & foreign payables.
* Working with the top management (GGM & CFO) to resolve various current and future fund related issues.
* Managing the organizational local receivables on daily basis.
* Preparation of payment plan to discuss with the top management on daily basis.
* Assisting to GFC for preparing monthly management accounts and other reports.
* Liaising with the banker for day to day transaction purpose.
* Responsible to handle the year-end audit and resolve the audit related queries.
* Liaising with various mall managements to resolve the financial and legal queries of leases.
* Managing payroll settlement along with other payroll related payments.
* Managing Invoice booking/payments/bank reconciliations etc.

**VARUN BEVERAGES LTD – BHIWADI, INDIA APR 2007 - TO MAY 2009**

Whilst working with the VBL, I handled commercial & financial activities. My prime responsibilities mainly included preparation of monthly profit & loss statements, local payments and claim approvals.

Assigned to do administration & plant related work independently. My responsibilities include the following which are also the indicators of my credentials:

* Sales tax & income tax returns filling.
* Review of credit limit with sales team for releasing of sales orders.
* Review of stores accounting to maintain stock accounting accurately.
* Physical verification of stocks and stock reconciliations.
* Customer claims approvals and their accounting.

**NAHAR FABRICS LTD- CHANDIGARH APR 1997 - MAR 2007**

I worked as an Accountant and reported to the Manager Finance of the Group. Key responsibilities and experiences include the followings:

* Maintaining payable & receivable books of accounts.
* Looking after inventory control & accounting.
* Preparation of Export documents.
* Various invoices & expense booking & their payments.
* Submission of various payment advices to Head office.

**SKILLS:**

* Proficient with MS office, MS Excel and Windows.
* Strong analytical, interpersonal, leadership and communication skills.
* Ability to work on own initiative and as part of a team.
* Ability to exercise quick decisions.
* Ability to use organization resources effectively.

**ACHIEVEMENTS:**

* Part of Key Functional Team as “CHAMPION USER” for SAP-R/3 FICO implementation. Successfully implemented finance module at NAHAR FABRICS (Monte Carlo Brand)
* Part of Key Functional Team as "Core Team Member" for SAP – ECC 6 implementation. Successfully implemented finance module at Varun Beverages Ltd. (Pepsi Brand)
* Handled SAP-R/3 –FICO module for Inventory Accounting in Nahar Fabrics (Monte Carlo Brand)
* Handled SAP –ECC-6-FICO module for Fixed Assets/Inventory/BRS/AP & AR in Varun Bev
* Handled end to end accounting using Tally Accounting Software (Invoice, expense booking, profit and loss & Balance Sheet Preparation)
* Provided various in-house training on Sap Ecc-6 to team members in various plants.