

Lekhraj Gupta

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ICWA (Inter) & Commerce Graduate of Delhi University with around 12 years of working experience in hard core areas of Accounts, Finance, Taxation, Audit and HR and also well conversant with all the modern computer applications

EDUCATIONAL & PROFESSIONAL QUALIFICATION

- Passed Cost Accountancy/ ICWAI (Inter) in the year 2000.
- Passed B.Com in the year 1997 from Delhi University.

COMPUTER EXPERTISE

Have an advantage of working in a highly computerized environment; coupled with knowledge gained from a Diploma Certificate in Computer & Financial Accounting and Tally conducted by National Institute of Computer Education, New Delhi (secured distinction therein). Briefly, to enumerate the learnt areas: MS-DOS, Windows, MS Office – Word, Excel, PowerPoint, Lotus, Tally, Busy, Tata EX, Pegasus Accounting, FM Accounting Package.

PROFESSIONAL EXPERIENCE

- **Voluntary Service Overseas** (April 07 to till date)

Currently working as **Finance Officer** and reporting to Admin & Finance Manager. VSO is an International Development charity (NGO) that works through volunteers. VSO India Office is implementing Projects funded by DFID, European Commission and TMF. VSO's vision is a world without poverty in which people work together to fulfil their potential.

Functional responsibilities include the following:

- Processing of Salary/ Payroll with Tax/ TDS computation, issuance of Form 16;
 - Procurement of Equipment / Services and deal with the vendors for the quote, prepare the Cost comparison sheet, Financial Negotiation, Placement of Order;
 - Financial Accounting of India Liaison Office as well as External Funded Project like Proper coding of Expenses, Vouchers preparation, Entry in the Accounting Package SUN ERP;
 - Processing of Volunteer allowance and Equipment grants;
 - Prepare monthly fund requirement in multi currencies and send it to UK office and monitor its utilization;
 - Supervision of day-to-day Accounting work and regular scrutiny of books of accounts;
 - Looking after the utilisation of funds by Projects, comparison with approved budget and initiate follow-up;
 - Timely preparation of financial reports as per formats provided by donors;
 - Finalization of Monthly/ Annual Financial statement in multy currencies (like Balance Sheet, Income & Expenditure) and send to UK Office;
 - Reconciliation and follow up for accounts payable as well as accounts receivables;
- **Hindustan Latex Family Planning Promotion Trust** (April 04 to March 07)
- Worked as **Finance Officer** and reported to Manager Finance. HLPPT is a Trust/ NGO. HLPPT has been undertaking the conceptualization and implementation of various Social Sector Projects in the field of HIV/AIDS. It operates in various states of India. HLPPT's main donors were BMGF, DFID, MoHFW, EC, Oxfam, HLL and USAID. Functional responsibilities include the following:

- Supervision of day-to-day Accounting work and regular scrutiny of books of accounts of Head Office as well as 22 Projects/ Branches;
- Branch/ Project Accounting;
- Direct Tax and FCRA compliance like filing e-TDS/ FCRA return and issuance of Form 16/16A;
- Looking after the utilisation of funds by Projects/ Branches, comparison with approved budget and initiate follow-up;
- Finalization of Monthly/ Annual Financial statement;
- Preparation of projected funds flow statement and monitor its utilization;
- Processing of Payroll including the employees' TDS computation;

- Review of Internal Audit Report received from various Projects/ Branches and draw Management as well as Project/ Branch Head attention towards shortcoming and key areas;
 - Consolidation of TDS and PF details for Head Office and all Projects/ Branches and deposit timely;
 - Preparation of Bank reconciliation and Inter Project reconciliation;
- **Brahmaputra Internet Private Limited** - (Oct 01 to April 04)
Worked as **Assistant Manager (Accounts & Finance)**, and reporting to Managing Director. Brahmaputra Infotech a young software company with clients like Hero Honda, Ranbaxy, Hewitt Associates, Dabur, World Bank and GlaxoSmithKline and essentially operating in domains like e-HR, Knowledge Management, Sales Automation, Finance & Risk Management etc. Responsibilities include the following:
- Preparation of statutory accounting reports; finalization of annual financial statement; filing of annual return, financial statements and various other forms to Registrar of Companies.
 - Preparation of monthly/periodic MIS reports.
 - Preparation of projected funds flow statement, monitor its utilization & liaisoning with bankers.
 - Processing of vendors' bill, and reconciliation/ follow up for accounts payable as well as accounts receivables.
 - Liaisoning with the statutory auditors, and practicing company secretary for having the compliance certificate;
 - Processing of Payroll including the employees' TDS computation, and issuance of TDS certificate.
 - Handling of income tax matters and liaisoning with relevant authorities.
- **Digital Talkies Private Limited** (Jan 99 to Sep 01)
Worked as **Sr. Finance Executive** and reported to Financial Controller. Digital Talkies, a corporate entity, driven towards establishing the infrastructure, the technology and the vision to bring to India, for the first time, digital technology in it's true sense of word. Responsibilities included the following:
- Finalization of balance sheet and profit & loss account.
 - Processing of vendors' bill.
 - Preparation of monthly MIS.
 - Preparation of funds flow statement.
 - Reconciliation of banks and other accounts.
 - Filing of service tax return.
 - Handling of payroll including determination of employees' TDS liabilities.
 - Ensure direct tax compliance like filing TDS return, income tax return, assessment/advance tax issuance of Form 16/16A.
- **M/s Garg Ashok & Co., Chartered Accountants** (Sep 97 to Dec 98)
Worked as **Accountant** and reported to Partner. I was responsible to look after the accounting work of their various corporate and non-corporate clients, besides day-to-day administration of the office. Also undergone with the following kinds of assignments:
- Statutory audits of nationalized banks, corporate clients, societies and firms including non-profit organizations.
 - Revenue, inspection, branch audit of OBC.
 - Tax audit and other allied consultancy in direct tax: income tax, sales tax and service tax.
 - Accounting assignments of diverse companies, including book keeping and finalization of their annual accounts.
 - Assessment, appeals, rectification etc., of income tax, sales tax and liaisoning with authorities.
- **M/s Acme Engineers** (May 95 to Aug 97)
While pursuing graduation, commenced working as an **Accounts Assistant**, and independently handled all the facets of accounting.

PERSONAL DETAILS

Ambitious & always committed for achieving excellence, and moderate inter-personal & communication skills; Fast learner, adept well to change and can cope up with work pressure

Salary Drawn	5.50 Lakh p.a.
Number of Years of Experience	12 Years
Date of Birth	18 Nov, 1975