**Curriculum- Vitae**

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| AARTI GUPTA  T-510/C-60,  FLOOR FIRST  BALJEET NAGAR  NEW DELHI  110008 | Mobile: (+91)9312068731  (+91)9818219971  Mail: [aarti.gupta13@gmail.com](mailto:aarti.gupta13@gmail.com) |

**CAREER OBJECTIVES**

To succeed in an envoirment of growth and excellence and earn a job which provides

me job satisfaction and self-development and help me achieve personal as well as

organization goals.

**WORK EXPERIENCE**

* Now working in Mayom Hospital (Gurgaon) as an accounts executive.
* Worked with Meenu Enterprises (Delhi) (Distributor of Haldiram Snacks Pvt. Ltd. & Schmitten Chocolate) as Account Executive & Store Manager **from June 2015 to October 2015**.
* **7 Year and 9 months** worked as an Account Executive (under Mr. Rishi Kohli (Chartered accountant) ) in **Jeevan Jyoti Hospital, Allahabad** a Multi-Specialty Hospital &Infertility Research Centre. The Biggest Hospital at Allahabad.

**WORK AND AUDIT SKILLS**

**October 2015 to till date**

* Preparation of Receipts & payment statement on weekly basis.
* Bank reconciliation statement on weekly basis.
* Cash reconciliation statement on daily basis.
* Day to day accounting transaction in Tally 9.
* Preparation of debtors’ reconciliation.
* Preparation Creditors’ reconciliation.
* Payment of all vendors and Official expenses.
* Preparation of TDS statement.
* Preparation of salary sheet.
* EPF & ESIC.
* Journal & payment Vouchers Preparation & Posting.
* Doctors’ accounting.
* Making of bills to the hotels (Party).
* TPA & PSU Receiving settlement on tally & software.
* Preparation of referral statement on monthly basis.
* Credit card reconciliation.

**June 2015 to October 2015**

* Creating Invoices.
* Collection of Cash & Cheques.
* Maintain Cheque Issued Report.
* Daily Reconciliation of billing & Revenue Account.
* Monitoring & Accounting Customer Receipts.
* Monthly Bank Reconciliation.
* Daily Cash Reconciliation.
* Making Salary Sheet.
* Account Receivable & Accounts Payable.
* Maintain Stock Report (Stock Counting Every 15 days).
* Collection Follow up.
* Maintain Replacement & Leakage Sheet.
* Vat Calculation.
* Accounting Software-MARG.
* MS Word & Excel Accounts.
* Prepare Other Relevant Report.

**January 2006 to October 2013**

* Auditing of Different Department i.e., Radiology, Nephrology, Neurology Etc.
* MS Word & Excel Account
* Cash Management
* Making salary sheet
* Costing
* Journal & payment Vouchers Preparation & Posting
* Debtor & Creditor ledger Management & Reconciliation
* Cash Flow
* Cash Reconciliation
* Bank Reconciliation
* Checking of Dr.’ payment (indoor and outdoor patients)
* Maintaining All OPD and IPD Patients Record
* Reporting to Director (Daily, Weekly, And Monthly)
* Misc. Work-

1. Cheque Preparation and Posting in Tally and Excel
2. Checking Accounts of Units of Jeevan Jyoti Hospital (Arpit Hospital Ltd., Nursing School, Paramedical, Apollo Clinic and Guru Gobind Singh Memorial Hospital) Etc.

**ADVANCE QUALIFICATION**

* D.F.A (Diploma in Financial Accounting from Recognized Institute.)
* N.T.T.
* Hindi Stenography.

**ACADEMIC QUALIFICATION**

* M.B.A. in Banking from Sikkim Mani pal University, Allahabad 2015.
* Graduation in Commerce from University of Allahabad year 2004.
* Intermediate from U.P. Board, Allahabad in the year 2001.
* High School from U.P. Board, Allahabad in the year 1999.

**COMPUTER SKILLS**

* Operating System (O/S) : Win98, WinXp, Windows 7,8 & 10.
* Hospital (HIS)Software : Goldstar Hospital Information System & IT

Dose

* Accounting Software : MARG & IT Dose
* Packages : MS-Office 2007, Tally ERP9
* Typing : Hindi & English

**PERSONAL SKILLS**

* Effective communication Skills
* Capable to work as a team member
* Sincere, Hardworking

**PERSONAL INFORMATION**

* Name : Aarti Gupta
* Date Of Birth : 8th May 1983
* Father’s Name : Mr. Ashok Kumar Gupta
* Hobbies : Net Surfing, Playing Chess
* Strengths : Self-confident, Optimistic
* Language known : English & Hindi
* Permanent Address : 161 Hewet Road,Rambagh Allahabad

**Declaration: -**  I hereby declare that the information furnished above is true to the best of my knowledge.

**Place :** DELHI **(AARTI GUPTA)**

**Date :**