



PRAKHAR GUPTA

SUMMARY

Experienced finance professional with a solid background in accounting, financial reporting, and taxation. Most recently served as an Accounts Manager at Docyt India Pvt. Ltd. for 6 months. Previously worked at Fitpack Mills Ltd. for over a year, where I focused on financial reporting, direct and indirect taxation, and internal audits. Additionally completed a 2-month internship in Investment Banking, gaining exposure to financial analysis and capital markets. Proficient in QuickBooks, various accounting software, and advanced Excel, with a strong foundation in financial operations and process optimization.

WORK EXPERIENCE

Docyt India Pvt. Ltd.

October 2024-April 2025

Accounts Manager

- Managed month-end and year-end closing processes, ensuring timely and accurate financial reporting.
- Prepared financial statements in compliance with accounting standards (e.g., GAAP, IFRS).
- Coordinated reconciliation of balance sheet accounts, identifying and resolving discrepancies in QBO and Docyt
- Assisted in audit preparation, providing necessary documentation and support to auditors.
- Ensured compliance with internal controls and regulatory requirements during the reporting cycle.
- Managed vendor relationships and resolved payment issues to ensure smooth operations.
- Ensured timely and accurate processing of invoices and payments, in compliance with company policies.
- Performed three-way matching (purchase order, receipt, and invoice) to ensure accuracy and minimize discrepancies.
- Monitored aging accounts receivable, reducing DSO (Days Sales Outstanding) by implementing effective follow-ups.
- Handled customer inquiries regarding invoices, payments, and discrepancies, maintaining strong client relationships.
- Contributed to cash flow management by ensuring efficient and timely collections and reducing outstanding debts.
- Handling the UPS store , Hospitality, QSR and various other industries alongside working closely with CPA firms for preparation of the accurate and value-added Financials records by performing multi-step reconciliations in QBO & Docyt
- Regularly check the Revenue and Expense Report of the businesses working upon to eliminate any discrepancies. This ensures timely and accurate reporting of the books of accounts.

FIT PACK MILLS LIMITED

(MAR 2021-JULY - 2022)

Financial Reporting

- Assisted in preparation and finalization of financial statements as per financial reporting framework **Schedule III 2013**.
- Aided in verification of bank balance and its reconciliation thereof. Assisted in verification of stock and valuation(**Ind AS-2**).
- Applied analytical procedures like **Ratio Analysis, Trend Analysis and Periodic Comparisons** to identify unusual deviations.
- Capitalisation and depreciation on fixed assets as per **Ind AS-16. Vouching & Verification** of various cost and expenses to identify unusual deviations. Assisted in recognizing revenue as per **Ind AS 115** .
- Analysed impact of sub-judice matters,laws and policy changes and business exigencies on **EBITDA, cash flows and working capital**.

Indirect Taxation

- Assistance Provided in : File GST returns **GSTR-3B , GSTR-1 ,GSTR-9** for corporate assessee .
- Assisted the management in determining the applicability of section 16 **Input tax credit** .
- Blocked credits under Section 17(5) of the GST Act , 2017
- Assisted management in determining time of supply and value of supply of goods and services.

Direct Taxation

- Filing of **ITR-7 , TDS Returns**.
- Checking compliance with section **37& 40(AB)** of Income Tax Act, 1961.
- Computation of Book Profit u/s **115 JB**.
- Aided management in tax structuring w.r.t. different tax regimes under income tax act.
- Advised management on availment of benefits/**deductions under chapter VIA**

INTERNAL AUDIT

- Analyzed **long standing debtors** and it reasons , and helped initiating follow up procedure to reduce sluggish receivable cycle
- Aided the management in risk profiling for various manual and automated , financial operational processes for RCM mapping ensure effective working capital cycle
- Test the design and efficiency of controls pertaining to revenue (O to C) , procurement , payrolls , treasury , taxes to identify design and control deficiency in major controls in IFC framework

CONTACT

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EDUCATION

Master of Business Administration (MBA) (2023 - 2025)

Arya College of Engineering & IT , Jaipur , Rajasthan

Specialization (Finance & Marketing)

ICWA/CMA QUALIFIED (JUNE'24) (EXEMPTION IN 1 SUBJECT)

ICWA/CMA INTER QUALIFIED

(EXEMPTION IN 6 SUBJECTS OUT OF 8 SUBJECTS)

B.COM -RAJASTHAN UNIVERSITY-67%

CLASS 10TH (CBSE BOARD) -9.4CGPA

CLASS 12TH (CBSE BOARD) - 83.2%

SKILLS

- TALLY ERP/GOLD
- BASIC SAP FICO
- ADVANCED MS EXCEL
- MICROSOFT OFFICE
- COMMUNICATION SKILL
- RETURN FILING (INCOME TAX ,GST, TDS)

LANGUAGES

- ENGLISH
- HINDI

ACHIEVEMENTS AND AWARDS

- Exemption in 6 subject in CMA inter.
- Exemption in 1 subject in CMA final.
- Captain of football team in school level and played at district
- Participated in blood donation camp and tree plantation drives.
- Given 10 days service in Vipassana camp.
- RS-CIT certificate

Investment banking internship

- Worked in investment banking domain in start up funding.
- It involved recording deals of companies that required funds. It involved evaluating deals and presenting pitch.
- Exposed to financial modelling and business valuation using DCF , FCF analysis EBITDA multiple
- Applied analytical procedures like Ratio Analysis, Trend Analysis and Periodic comparisons to identify unusual deviations.