



EKTA GUPTA

📍 Bangalore, Karnataka 560037

📞 7667300640

✉️ egupta800@gmail.com

SKILLS

- Accounts payable and receivable
- General ledger accounting
- Accounts payable
- Payment Processing
- Cash Flow analysis
- VAT returns
- Financial reporting
- Payroll processing
- Data Entry
- Account reconciliation
- Tax return filing
- Accounts payable / accounts receivable
- ERP Software
- Pivot tables
- GST returns

PERSONAL INFORMATION

- Father's Name: Mr Guru Prasad Gupta
- Date of birth: 02/17/1999
- Marital status: Unmarried
- Language: Hindi and English
- Address : Doctor street, Koderma (Jharkhand)

SUMMARY

Motivated accounting professional ready to build long-term career with growing team. Focused on maintaining accurate, compliant records and controls responsive to dynamic operating conditions. Detail-oriented and methodical with excellent mathematical skills, GAAP expertise and IFRS knowledge.

EXPERIENCE

March 2020 - March 2024

Teacher Chlorophyll School | Koderma , Jharkhand

- Maintained trusting student relationships by providing both educational and emotional support to students.

EDUCATION

2022

Master of Commerce | Financial Accounting

Vinoba Bhave University, Hazaribagh, Jharkhand

2019

Bachelor of Commerce | Accounts

Vinoba Bhave University, Hazaribagh, Jharkhand

2016

Intermediate | Commerce

Jharkhand Academic Council, Koderma, Jharkhand

2014

10th | C.B.S.E Board

St Augustine High School, Hazaribagh, Jharkhand

HOBBIES AND INTERESTS

- Sketching
- Reading Book
- Singing