

POONAM GUPTA

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(CA Inter Group 1 Cleared)

Objective:

“Work for an organization which can provide me the opportunity to improve my skills and knowledge to grow along with the organization.”

Educational Qualifications

Course	Board/University	Year of Passing	Percentage
B.com	Delhi University (SOL)	2024	75%
Inter-mediate (Commerce)	CBSE	2021	89%
High School	CBSE	2019	87%

Professional Experience:

Company Name: Accroid Solutions Pvt Ltd / Accroid Inc

June 2023 -Till Now

Role: Finance Executive

Location: Noida

Roles and responsibilities:

- Managed end-to-end accounting and finance operations for multiple companies simultaneously, including Accroid, APSIData and Educare.
- Also handled US accounting, bookkeeping, and basic statutory and legal compliance for US-based entities.
- Maintained books of accounts using **QuickBooks** and **Tally**, ensuring accuracy and timely posting of entries
- Processed **domestic and foreign** payments through **CMS and FRD**, ensuring compliance with approval and documentation procedures
- Prepared, verified, and issued invoices, payment advices, and supporting financial documents
- Prepared monthly **financial statements, MIS reports, and management dashboards** for review and analysis
- Performed accounts reconciliation and vendor payment reconciliation, identifying and resolving discrepancies
- Executed **payroll** processing and payroll runs, ensuring timely and accurate salary disbursement

- Coordinated with internal teams, clients, and vendors for billing clarification and payment follow-ups
- Worked closely with Chartered Accountants for finalization of annual accounts, including **Balance Sheet, Profit & Loss Statement, and Cash Flow Statement**
- Assisted in **ROC compliances** and statutory filings, including **MGT-7 and other applicable returns**
- Supported **GST return filings** and maintained compliance-related documentation
- Ensured proper **audit documentation, record maintenance, and regulatory compliance**

Company Name: Raas Infotek.

Sep 2022 -June 2023

Role: US IT Recruiter

Location: Noida

Roles and Responsibilities:

- Manage the entire life cycle of the recruitment process for clients in the US.
- Sourcing resumes from job portals, screening and short listing.
- Daily job responsibilities were following up with the previous on process candidates performing new requirements.
- Understanding Job Posting in LinkedIn and sourcing candidates from LinkedIn too.
- Good experience in making Boolean Strings.
- Used to dial 100+ calls every day to find right candidate.
- Used to connect with vendors for right fit.
- Good practice of using Mass or Bulk Good experience of Negotiation with Candidates / Vendors.
- Worked on job portals like monster & dice including the ATS **Vultus Recruit**.
- Worked on Clients like **HCL, IBM & Persistent**.
- **Tax terms: C2C(Corp to Corp), W2 & 1099**

Company Name: The Credentials

Nov 2021- Sep 2022

Role: Accountant / Claim Investigation In-charge and Fraud Investigation

Location: Keshav Puram, North Delhi.

Roles and Responsibilities:

- Responsibility as an **Accountant and Claim Investigation In-charge**.
- Completed accounting tasks such as financial reports, calculating payroll.
- Maintained monthly accounts and statements.
- Prepare and analyze bank reconciliation.

- Handling transaction and maintained Account Payable (AP) and Account Receivable (AR).
- Used tally for GST, ERP, Inventory Management and Payroll.
- Report writing as well as research and investigate about the particular death or accident cases through investigators or Social media and Websites.
- Social media application used investigation: **Facebook, Instagram, LinkedIn, YouTube, google, Aajtak Official app etc.**
- Client dealing and investigate about cases over call.
- Investigation work regarding the claim settlement (Risk Verification, Death Claim Verification, Advanced Due Diligence, Fraudsters Verification, New Business Verification).
- Risk verification in **life insurance claim and health claim.**
- Clients: **ICICI Prudential, Bajaj Alliance, Shri Ram Life Insurance, Kotak Life, Pramerica Life Insurance, SBI Credit.**
- Use official govt. portals to verify the documents like Aadhar, Pan, DL, Passport and Medical Documents, Other policy documents.
- Dealing in Delhi NCR, Rajasthan, Odisha, and Chattisgarh, Uttar pradesh.
- Used ICICI, Bajaj and Pramerica official portals for the closure of cases.

Company Name: Megha Advertising

June 2021 to Nov 2021

Role: Accountant

Location: Laxmi Nagar, Delhi

Roles and Responsibilities:

- Generating invoices credit note and account statements.
- Follow up on outstanding invoices.
- Placing order for the advertisements with different clients (Punya Nagari, Dainik Jagran, Punjab-Kesari).
- Monitor client's account details for non-payment's, delayed payments and other irregularities.
- Track and update deposits.
- Maintain file and records with effective filling system.
- Monitoring office expenditure.
- GST filling