

GULSHAN

Accounts – Finance & HR - Admin



✉ Gulshanjahan90@gmail.com

☎ +91-9315619477

📍 Yamuna Vihar
ND-110094

📅 1993-01-01

🚩 Indian

🔒 Unmarried

♀ Female

📋 CAREER OBJECTIVE

To work for an organization that can provide an excellent, exciting and competitive work environment, so that I can be a valuable asset for the organization and fuel in career offers challenging and meaningful assignments for handling increasing responsible in result-oriented environment.

🌐 PERSONAL INFORMATIONS

Language Known
Urdu, Hindi & English

📁 PROFESSIONAL EXPERIENCE

DEMAC PROJECTS PRIVATE LIMITED.

Accounts Manager & HR-Admin

(Current Company – PMC - Construction Industry)

11/2025 – Present

- Handling Accounts, Administration and Operations activities.
- Manage day-to-day financial transactions and ensure accurate recording of all financial activities.
- Maintain and reconcile general ledger accounts.
- Banking reconciliation and daily Tally updating and reconciliation.
- Prepare financial statements and reports.
- Oversee the accounts payable process, ensuring timely and accurate payments to vendors.
- Manage accounts receivable, monitor outstanding invoices, and follow up on collections.
- Handle GST compliance, including filing returns and ensuring adherence to GST regulations.
- Manage TDS compliance, deduction, and timely deposit of TDS.
- Assist in Income Tax compliance and coordinate with external consultants for tax filings.
- Ensure timely and correct taxation and other statutory compliances.
- Budgeting on a monthly/yearly basis and expense management
- Managing revenue accounting and records of contracts and agreements.
- To implement a system of MIS for budgeting and forecasting.
- Assist in internal and external audits by providing necessary documentation and explanations.
- Implement and maintain internal controls to ensure financial data integrity & confidentiality.
- Calculate and process payroll for employees accurately and on time.
- Ensure compliance like ESIC/EPF with tax regulations and statutory requirements related to payroll.
- To maintain a record and ensure compliance of salaries, leaves and PF payments.
- Address payroll-related queries from employees.
- Understand and lead the implementation and monitoring/ reporting/ management of the business resource.
- General procurement for office requirement, housekeeping activity, visitor protocol, travel bookings and control on staff welfare activities.
- Tracking of Project wise expenses and tracking employee performance against each project.

AIMS BUILD MART PVT LTD.

Senior Accountant

(Construction / Interior Industry)

05/2025 – 10/2025

- **Processing Daily Payments:** Prepare and process daily payments for ALL COMPANIES.
- Maintain daily payment and receipt reports in Excel.
- **Coordination with Operations Team:** Handle day-to-day coordination with the Operations Team regarding any queries via calls and emails.
- **Bookkeeping and Data Entry:** Maintain bookkeeping records in Tally & Zoho, including sales, purchases, bank transactions, and journal entries for: ALL COMPANIES.
- **Invoice and E-Way Bill Generation:** Generate E- invoices and E-Way Bills.
- **Invoice Follow-Up:** Coordinate with the Procurement and Operations Teams to follow up on invoices related to advance payments, POs, and PIs



PERSONAL INFORMATIONS

Date of Birth

01 January 1990

Marital Status

Unmarried

Gender

Female

Nationality

Indian

EDUCATIONAL QUALIFICATIONS

**Indira Gandhi Open
University**

Post graduation

Delhi University

Graduation

CBSE Board

12th

CBSE Board

10th

TECHNICAL QUALIFICATIONS

**Master Diploma in Computer
Application****MS Office**

MS Word, MS Excel, MS
Power Point

Accounts Courses

Tally ERP 9 & Tally Prime,
Busy & Zoho.

- **Debtors and Creditors Reconciliation:** Perform weekly reconciliation of debtors and creditors all Branches.
- **Employee Reimbursement Verification:** Verify and process employee reimbursement requests along with supporting documents.
- **Purchase Reconciliation & GSTR-2B Analysis:** Reconcile monthly purchases with the GSTR-2B.
- **Monthly Statutory Compliance:** Prepare and ensure timely payment of monthly TDS and GST all Branches.
- GST Reconciliation & Payment GST and TDS
- Vender payments and Inter-company Transactions
- Bank Reconciliations & DR Reconciliation, Vendor Reconciliation

SINGH FURNACRAFT PVT LTD.

Senior Accountant | HR Admin & Tender
(Architecture / Construction / Interior Industry)

11/2021–04/2025

- Handling day-to-day accounting operations and maintaining financial records in Tally
- Managing accounts payable, vendor payments, contractor payments, and receivable follow-ups
- Maintaining ledger reconciliation, bank reconciliation, and accounting documentation
- Handling GST & TDS working, compliance, and statutory documentation
- Processing payroll and maintaining salary, PF & ESIC related records
- Preparing MIS reports, budgeting records, and expense tracking reports
- Managing project-wise accounting records and expense monitoring
- Coordinating with vendors, contractors, banks, and clients regarding payments and documentation
- Preparing and submitting online tender documentation for NBCC, MECON, SAIL, and other authorities
- Managing tender-related documentation, agreements, and project records
- Assisting in audit, taxation, and compliance-related activities
- Maintaining administrative documentation and supporting office coordination activities
- Handled tracking and maintenance of multiple business and directors' loan accounts, including EMI schedules, repayment records, and payment coordination
- Ensured timely monitoring of loan repayments, financial records, and supporting documentation

INDUSTRIAL PAPER CONVERTOR

ACCOUNTANT - ADMIN/2019 – 10/2021

Job Responsibilities

- Maintaining books of sale, purchase, debit note & credit note.
- Debtors & creditor reconciliation.
- Filing GSTR1. & 3B
- Maintaining stuck inventories
- Maintaining Bank Reconciliation and Reconciliation of Debtors & Creditors.
- Administer, accounts receivable and accounts payable from our Banks

CORE SKILL

Accounts Payable
Accounts Receivable
Invoice Processing
Billing & Documentation
MIS Reporting
Vendor Reconciliation
GST
TDS
Contractor Payment
Vendor Management
Payroll
Tender Coordination
Project Accounting
MIS
Reconciliation
Revenue
Office Administration

- Address payroll-related queries from employees.
- Understand and lead the implementation and monitoring/ reporting/ management of the business resource
- Calculate and process payroll for employees accurately and on time.

Ayush Toys

Accounts Executive – Admin/12/2016 – 11/2019

Manufacturing Industry

Job Responsibilities

- Maintaining books of sale, purchase, debit note & credit note.
- Debtors & creditor reconciliation.
- Maintaining stuck inventories
- Day to Day worked like Cash/ Bank Book.
- All types of Journal Entries like Payment Voucher/ Bank & cash/ Sundry Debtors & Creditors.
- Preparing weekly and monthly reports.
- Calculate and process payroll for employees accurately and on time.
- Address payroll-related queries from employees.
- Understand and lead the implementation and monitoring/ reporting/ management of the business resource
- Calculate and process payroll for employees accurately and on time.

OTHER ACCOUNTING SKILLS

- Taxation Work e.g. GST return working, TDS return working & various reconciliation of GST, Preparation the Fixed Assets Register
- Prepare Profit & Loss Report
- Reconcile Balance Sheet Accounts.
- Helping statutory & internal auditors.
- Knowledge of almost all task related to accounts & finance.

Place: _____
Date : __/__/__

Name: Gulshan