



HARSHIT KUMAR GUPTA

ASSOCIATE MANAGER

CONTACT

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📍 Residence: 224/63 Raja Bazar,
Punjabi Tola, Lucknow-226003

OBJECTIVE

Looking for an opportunity to make contribution of my professional knowledge at right place and also to enhance my skill enabling to further upgrade my contribution to the organization.

TOTAL EXPERIENCE (8 YEARS)

- July 2022 to Present with **HCL Technologies Limited**, Lucknow Designated as Associate Manager.
- May 2020 to June 2022 with **HCL Technologies Limited**, Lucknow Designated as Senior Executive.
- September 2017 to March 2020 with **OPPO MOBILE MU PVT. LTD**, Lucknow Designated as Executive.
- August 2015 to June 2017 with **Moral Group of Companies**, Lucknow Designated as Executive.
- August 2014 to August 2015 with **JMD Enterprises**, Lucknow Designated as Executive.

CURRENT JOB RESPONSIBILITY

- Daily Processing of PF settlements Claim & transfer claim.
- Preparing payment file of PF settlements Claim & transfer claim. Preparing & Maintaining Cash Flow, Bank Book and Bank Reconciliation.
- Preparation of Monthly TDS data & Quarterly 26Q.
- Monthly Returns, Appendix-A, 7IF, Online filing. Preparing & Maintaining Master Data.
- Monthly/Quarterly/yearly audit activities.
- Preparation of PF trust balance sheet.
- GL reconciliation from individual process reports.
- Investment Interest schedule and Portfolio management.
- Handled & Successfully resolved queries of Employees related to PF.
- Accurately Processed PF transfer, withdrawals, UAN generation/ linking Requests under SLAs.
- Skilled in Business process re-engineering through continuous improvements & Automation.
- Ensure accuracy of Database and Monthly Data updating.
- Mitigated process gaps and managed all operational functions, including all sorts of PF related operations.
- Monthly Preparation of reconciliation statement and MIS reports.

KEY RESPONSIBILITY AREAS

STATUTORY COMPLIANCES

- Enrolment, preparation & submission of ESIC /EPF Challan & Returns, Appendix-A, 7IF.
- Statutory Compliances like PF, ESIC, Bonus, Gratuity, Leaves etc.

WAGES AND SALARY

- Monthly payroll planning & processing.
- Pay rolling and salary disbursement.
- Co-ordination with the accounts department for TDS of the employees.
- Took initiative for opening the corporate salary account of the employees.
- Preparation of Salary, Register, PF & ESI Reports.

PERSONAL DOSSIER

Father's Name : Mr. Lt. Raj Kumar Gupta
Mother's Name : Mrs. Shyama Gupta
D.O.B. : 21 July 1996
Gender : Male
Languages : English & Hindi
Marital Status : Married

ACCOMPLISHMENTS & AWARDS

Received Appreciation for Dedication in Work in "Rewards and Recognition" held in 2021

DECLARATION

I hereby declare that the above mentioned information in true to the best of my knowledge

Date –

Place - Lucknow

Harshit Kumar Gupta

SEPARATION

- To ensure that the exit interview should be conducted and no relieving should be given without exit interview.
- Taking care of the clearance process.
- To take exit interview feedback and incorporate them to improve mechanisms.

INDUCTION

- Responsible for all joining documents to be filled by the new joiner.
- To coordinate with the functional heads for the arrangement of assets for the new joiner.
- Co-ordination with IT department for the Email-Id creation of the new employee.

C O M P E N S A T I O N & PERFORMANCE MANAGEMENT

- Managing the administration of performance management program, including Periodic performance reviews and appraisals for all employees.
- Preparation and Issuing of Appraisal Letters / Promotion Letters.

EMPLOYEE ENGAGEMENT / EMPLOYEE RELATION

- Organizing Birthday parties, Picnic, Cultural programs, Welfare parties.
- Conducting employee survey to measure the level of employee satisfaction.

SKILLS & ATTRIBUTES

- Ability to work with multiple deadlines.
- Detail oriented.
- Good Interpersonal, communication, & process management skills.
- Strong Organizational, critical thinking, analytical & Problem solving skills.
- Ability to work with ambiguity and complexity.

ACADEMIC RECORD

2015 Graduation, University of Kanpur,
2012 Senior Secondary Examination (UP Board)
2010 Higher Secondary Examination (UP Board)

PROFESSIONAL QUALIFICATION

MBA with Specialization in HR and Finance from Integral University, Lucknow in 2018.