

# Sachin Ghugtyal

**FINANCE EXECUTIVE**

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Gurugram, Haryana

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## **EXPERIENCE**

April 2023-Current

**Finance Executive** *Outworks Solutions Private Limited*

- Record and maintain all the entries of day-to-day business transactions like Sales, Purchase Payment, receipts, issuance of Purchase Order etc.
- Processing all types of invoices like – Goods & Services for Clients like IBM India Pvt. Ltd., Kyndryl Solutions Pvt Ltd, Syngenta India Pvt. Ltd., Wipro Limited, Accenture and so on.
- Prepare monthly GST Data (GSTR-1 GSTR-3B) and file GST Returns.
- Good knowledge about invoices import & export of services.
- Update accounts payable & receivables and give reports to management.
- Managing the monthly payable amounts to employees working at the client locations and getting the billable values approved.
- Update accounts payable and performs reconciliations
- Update general, sales and purchase ledgers on schedule and verified information against documentation.
- GST Returns preparations e.g., GSTR-1, GSTR-3B, GSTR-9 & 9C etc.
- Reconciliation of books of accounts and GST Portal data like books Sales vs GSTR-1.
- Proficient in e-invoicing of domestic invoices as well as import/export invoices.
- Working on SAP Ariba, SAP Fieldglass, SAP Zycus, IDGI Tool, IQN Navigator, Beeline without any prior training.
- Perform regular follow ups regarding the receivables from the clients.

March 2022-April 2023

**Accounts Executive** *NDM Advisors LLP*

Worked as an accountant. Outworks Solutions Private Limited was a client there. Performed day to day book keeping of other client with them like DIOS, ISAK Fragrance etc.

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## EDUCATION

Degree/ Grade	Year of completion	Institute	Score (in %)
Bachelors of Commerce	2021	University of Delhi (DU)	61%
12th (Commerce with Math's) CBSE Board	2017	Sharda International School, Gurugram	84%
10th CBSE Board	2015	Sharda International School, Gurugram	72%

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## SKILLS

- **Microsoft Office:** Proficient in Word, Excel
- **Spreadsheets.**
- **Tally ERP 9 and Tally Gold Prime**
- **Expertise in E-Invoicing from JSon Tool and e-invoice portal.**
- **GSTR Filing.**
- Understands Timesheets and calculations of the billable days of employees.
- **Languages:** Hindi (Native)/ English (Fluent)
- **Communication:** Typist 70-80 Wpm
- Active listener and Quick learner
- Managing Priorities and Team Management
- Leadership experience

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## PERSONAL DETAILS

- **D.O.B:** 31 July, 2000
- **Nationality:** Indian
- **Gender:** Male
- **Address:** Gurugram, Haryana