

ACCOUNTING & U.S. TAX PROFESSIONAL

Manish Kumar Gupta

PROFESSIONAL PROFILE

B.Com (Hons) student with practical experience in accounting, bookkeeping, and U.S. corporate taxation gained through internships and live client projects. Hands-on experience in invoice processing, ledger reconciliation, financial record maintenance, tax workpaper preparation, and compliance documentation. Seeking opportunities in Accounting, Bookkeeping, Taxation, and Finance to further develop professional expertise.

EXPERTISE

- Bookkeeping
- QuickBooks
- Xero
- BUSY
- Accounts Payable & Receivable
- Bank Reconciliation
- Ledger Management
- Invoice Processing
- Financial Reporting
- U.S. Corporate Taxation

EDUCATION

BACHELOR OF COMMERCE (HONOURS)

Amity University, Gurgaon
CGPA: 7.22/10 | 2026

CLASS XII - CBSE

St. Xavier's School, Bhiwadi
62.2% | 2023

CLASS X - CBSE

68.2% | 2021

CERTIFICATIONS

- QuickBooks ProAdvisor Certification
- Xero L1 Certified Associate
- SEBI Investor Awareness Test (NISM)

WORK EXPERIENCE

TAX ASSOCIATE TRAINEE

AUG 2025 - JUNE 2026

Zillion Solutions USA

BOOKKEEPING

- Managed full-cycle bookkeeping across multiple client files, maintaining accurate and up-to-date financial records.
- Performed regular bank and credit card reconciliations, identifying and resolving discrepancies in a timely manner.
- Prepared financial statements including Profit & Loss and Balance Sheet to support management decision-making.
- Assisted with month-end closing activities, ensuring timely reporting and data accuracy.

TAXATION

- Assisted tax professionals in preparing Form 1120 (U.S. Corporation Income Tax Return) for corporate clients.
- Supported preparation of detailed workpapers for tax calculations.
- Helped in book-to-tax reconciliation and computation of Schedule M-1 adjustments (temporary and permanent differences).
- Gained exposure to U.S. federal tax compliance processes and corporate taxation framework.

PROFESSIONAL EXPERIENCE

ACCOUNTS INTERN

JUN 2025 - JUL 2025

DK Plywood Pvt. Ltd.

- Processed 100-150 sales and purchase invoices weekly using BUSY Accounting Software.
- Performed ledger scrutiny, account reconciliation, and vendor balance verification activities.
- Assisted in maintaining accurate accounting records and supporting routine bookkeeping functions.
- Organized and digitized more than 200 accounting and GST-related documents, improving audit readiness and document accessibility.
- Assisted the accounts team in maintaining compliance-ready documentation and accurate financial records.

KEY SKILLS

ACCOUNTING & SYSTEMS

- Bookkeeping
- QuickBooks
- Xero
- BUSY
- Accounts Payable & Receivable

ACCOUNTING & TAX

- Bank Reconciliation
- Ledger Management
- Invoice Processing
- Financial Reporting
- U.S. Corporate Taxation
- MS Office

ACHIEVEMENTS

- 1st Place - Claws and Horns (Inter-University Fest)
- 2nd Place - Quiz Wizards (Commerce Department)