



# 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

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**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

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

## DECLARATION

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

Date –

Place - Lucknow

Harshit Kumar Gupta

## SEPARATION

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- 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

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- Responsible for all joining documents to be filled by the new joinee.
- To coordinate with the functional heads for the arrangement of assets for the new joinee.
- 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

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- 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

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

## SKILLS & ATTRIBUTES

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- 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

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

## PROFESSIONAL QUALIFICATION

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