

Curriculum Vitae

154 (425/5), GUJJAR DAIRY, GAUTAM NAGEAR,
NEAR MADAN LAL GENERAL STORE,
NEW DELHI – 110049.
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RAVI KUMAR

CAREER OBJECTIVE

To improve and implement my skills in corporate world and develop myself as a diversified personality who can efficiently operate in the organization.

Sex Male
Marital Status Married
Languages Hindi, English

ACADEMIC QUALIFICATION

EDUCATIONAL QUALIFICATION

- B.COM from Rohilkhand University, BAREILLY.
- 12th pass from U.P. BORD, MORADABAD.
- 10th pass from U.P.BORD, MORADABAD.

PROFESSIONAL QUALIFICATION

Done Tally 4.5 Course from ISCT Institute, Moradabad.

WORK EXPERIENCE

TOTAL EXP.OF APPROX.17.5 YEARS

01. April 2009 To Till Time

Company Name : M/s. On Quest Merchandising India Pvt Ltd.

Company Profile:

Authorized merchandising partner for brands like American Express, Micromax, VIP, Avon with online businesses Snapdeal, Flipkart, Amazon and Paytm.

Designation : Sr. Accountant

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- Maintaining all Account Books up to Trail Balance, Handling Cash Book, Labour payment dealing with banking work.
- Maintain Computerized Stock
- Preparing Sales vs. Target achievement reports on monthly quarterly or yearly basis,
- Preparing Quantity vs. Target achievement reports on monthly quarterly or yearly basis,
- Coordinate with customer and partners for resolve the all queries and complaints about deliveries and service,
- Handling Bank Work & Bank Reconciliation.
- Handling Cash Voucher.
- Manage of Logistics
- Manage warehousing (Stock, Inventory)
- Manage a project and party reconciliation regarding up to completion
- Preparing Sales vs. Target achievement reports on monthly quarterly or yearly basis,
- Preparing Quantity vs. Target achievement reports on monthly quarterly or yearly basis,
- Coordinate with customer and partners for resolve the all queries and complaints about deliveries and service,
- Preparing the GST Monthly reports with GST Return (GSTR-1,2 and 3B)

02. August 2005 To February 2009

M/S.MULTIFOLD TRADES & INVESTOFIN
LTD. NEW DELHI.
(Govt Recognized Export House)
Accountant Assistant

Designation

- Maintaining all Account Books up to Trail Balance, Handling Cash Book, Labour payment dealing with bank, taxation under supervision of C.A and other related works.
- Maintain Computerized Stock.
- Handling Monthly Tds & Quarterly Return.
- Handling Bank Work.
- Handling office & filing.
- Handling Cash Voucher.
- Controlling of Cash.

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03. February 2002 To August 2005

M/S. NARENDRA SHAH MANOJ KUMAR
(Govt Recognized Export House),NEW DELHI

Designation

Account Assistant Cum Document Executive

- Maintaining all Account Books up to Trail Balance, Handling Cash Book, Labour payment dealing with bank, taxation under supervision of C.A and other related works.
- Worked as a Document Executive with M/s Narendra Shah Manoj Kumar (A Export House) from January 2007.
- Maintain Computerized Stock.
- Handling Monthly Tds & Quarterly Return.
- Handling Bank Work.
- Handling office & filing.
- Handling Cash Voucher.
- Controlling of Cash.
- Handling other financial work.

OVER ALL JOB RESPONSIBILITIES:

- General Accounting Work on Busy
- Handling various documentation work.
- Handling Bank Reconciliation
- Computation of tax liability & payment of TDS & Sale Tax
- Preparing TDS & Sale Tax return
- Handling GST Return (GSTR-1,2 and 3B)
- Preparing sales reports, stock reports, ageing reports, Scheme workings, collection report, order status report on daily basis

KNOWLEDGE OF SOFTWARE:

- MS office (Word, Excel & PowerPoint)
- Internet Surfing (Sending & Receiving Mails)
- Tds Software (Webtel).
- Accounting Software Tally 4.5/5.4,6.3, 7.2,
- Tally ERP 9.0 & Busy17 rel 8.5

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PERSONAL INFORMATION

Father's Name	Om Prakash Kashyap
Occupation	Service in Indian Railways, Moradabad
Date of Bith	08th November 1979
Hobbies	Listening to Music, Playing games and traveling etc.

Dated :
Place : New Delhi

(Ravi Kumar)