

# Curriculum Vitae



## **Ranjeet Baitha**

### **Mobile:**

+91- 955704265

### **E-mail id:**

ranjeetb965@gmail.com

### Date of Birth :

22<sup>th</sup> August, 1995

### Languages known :

English & Hindi

### Address for Communication :

H No: 407, Sharmik Vihar, sector-30,  
Near hanuman mandir, Faridabad,  
Haryana-121003.

### Hobbies:

- Listening music
- Interacting with people from different backgrounds

### Objective and Career Goal :

- To work for the organization to the best of my knowledge and ability from where the organization could benefit from my services and provide me with knowledge that are professionally important to me.
- Integrating my own goals with the organization's, so as to become a catalyst in each other's growth.

### **Academic Qualifications:**

Examination	Passed In	Marks	Board/ University
B.Com	2019	50%	Delhi University (SOL)
Senior Secondary (10+2)	2015	65.5%	H.B.S.E
Secondary (10 <sup>th</sup> )	2013	76%	H.B.S.E

### **Work Experience –**

**Magneti Marelli Talbors Pvt.Ltd. Faridabad (HR) as a Accounts Assistant/Accounts Executive from period Mar'2017 to June'2019.**

### **Work Exposure:**

- Finalization of accounts.
- Auditing and verifying documents
- Bank Reconciliation
- Filing of Documents.

### **Work Experience –**

**Currently Work with Security Vision Systems/Protek System India Pvt.Ltd. Junior Accountant from period July 2019.**

### **Work Exposure:**

- Finalization of accounts.
- Working knowledge in GST (Registration &3B)
- Auditing and verifying documents
- To verify daily routine transactions vouchers
- Maintenance of Financial Accounts.
- Knowledge of bookkeeping.
- Consolidation of day-to-day accounts and finalization of books of Accounts of various Individuals, HUF's and Firms.
- Day to Day Bank reconciliation, and Debtor's & Creditor's reconciliation and payment.
- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices, and Good Accounting Knowledge.
- All due invoices and claims are identified, invoice generated and submitted on time.
- Follow-up for Collections, payments & accounts reconciliation with Customers, Clients & Suppliers and Create reports as required.

**Key Strengths:**

- Ability to build interpersonal relationships
- Positive mindset
- High degree of self motivation
- Team work Spirit
- Adaptable
- Rapid Learning Capability

**IT Skills:**

- Working knowledge of different versions of Utility Package MS Office e.g. Office 97, 2000, XP, 2003 & 2007 – especially Word, Excel
- Working knowledge of Accounting Packages like Tally ERP9, ERP10G & Tally Prime.

**Personal Details:**

Father's Name : Jagan Nath  
Nationality : Indian  
Marital Status : Unmarried  
Religion : Hindu

**Declaration:**

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

(Ranjeet Baitha)