**Manoj Kumar Rai**

Q-15, Sharma Colony, Budh Vihar Phase-II

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**CAREER OBJECTIVE**

Looking for an entry into a world class highly professionalized organization with challenging and competitive environment where I can use my knowledge of Audit/ taxation/ maintenance of books of account as well as personal attributes to achieve the organizational goal.

**KEY STRENGTHS**

* Book keeping & Accounting standard, Tax Compliances,
* Accounts receivables management
* Managing billings and collections
* Balance sheet Management
* Preparing Financial Status Reports
* Budgeting & Forecasting
* MIS Reporting, ad hoc reports.
* Team Leader

**COMPUTER KNOWLEDGE**

* Diploma in computer application with ‘A’ grade.
* Proficient in Tally ERP.
* Knowledge of Busy
* Knowledge of Spectrum Software

**EMPLOYERS**

**Organization : KPSP & Associates.**

Business : Chartered Accountant Firm

Designation : Sr. Accountant

Period : From Aug 2018 to till Date

Client handled : SOPREMA PRIVATE LIMITED SOPREMA is one of the world's leading companies in the field of Waterproofing, Soundproofing, Fireproofing but also as a specialist in roofing and insulation.

**Organization : GSSK & Co.**

Business : Chartered Accountant Firm

Designation : Sr. Accountant

Period : From March 2014 to July 2018

Client handled : IFMA India Company Pvt. Ltd. (Facility Management Company) : Lucid InfoTech Pvt Ltd.(IT Software Company)

**Organization : Suri International**

Business : Exporter-Importer & Trader & manufacturer of Automobiles Breakes & Lights

Designation : Accountant Executive

Period : From March 2011 to March 2014

**KEY RESPONSIBILITIES HANDLED**

* Preparing TO Do Annual Calendar and updating the same on time to time basis and ensure to achieve and complete the action on time.
* Book keeping and updating records on daily and weekly basis including ledgers.
* PO Verification & Processing & Invoice Processing.
* Preparation and filling TDS, VAT, GST Returns.
* Taking care of Payroll, PF, ESIC, loan, etc. of the employee and preparing invoices and memos.
* Stock Ageing & physical stock verification and reconciliation with system.
* Preparing MIS reports, Sales Report- Region wise & Manager wise, Ad hoc reporting & Bank Reconciliation Statements.
* Prepared quarterly balance sheet and reviewed the same with company management.
* Preparing Monthly & annual budget and scheduling expenditures.
* Meets accounting financial objectives by forecasting requirements.
* Identifying accounts that are likely to become a bad debt.
* Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)
* Handling accounting operations, including A/R, A/P, Ageing Report financial statements and analyzing reports for company’s operations.
* Leading the Team & Contributing as a key member of Team, Defining accounting policies and procedures & Monitoring team work and time management.
* Assessments of clients’ credibility and fix credit limit and credit days.
* Import management & Documentation, preparing Landed cost sheet by using actual/provisional clearing and shipping charges, comparing cost of import on FOB basis, CIF Basis, Ex work.
* Analyzing variances and initiating corrective actions.
* Monitoring revenue and expenses.
* Consolidation and evaluation of financial data.
* Establishing chart of accounts.
* Maintaining petty cash.
* Monitoring cash to avoid unnecessary expenses.

**ACADEMIC QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Examinations** | **Year of Passing** | **Board/ University** |
| B.Com | 2011 | University of Delhi |
| 12th | 2008 | CBSE Board |
| 10th | 2006 | CBSE Board |

**MAJOR ACHIEVEMENTS**

Assigned with the task of cleaning Vendor Master by collecting their proper documents, verifying & validating and rectifying the errors in name, address or other particulars of vendor with the help of creation team and finally deleting the duplicate vendors to avoid duplicity in the payment process with the support of team members.

Worked under the strict supervision and coordination of my senior on the audit and recovery process of billing from consumers on account of many various work, non-payment of bills, dues outstanding since long, site visits.

**PERSONAL DETAILS**

* Father's name : Surender Rai
* Date of birth : 21st Nov, 1989
* Language Known : English, Hindi
* Hobbies : Playing Chess, .
* Marital Status : Married

**Declaration:**

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Place**

**Date (Manoj Rai)**