

CURRICULUM VITAE

KALYAN SINGH RANAWAT

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Mob : +919602739187

Gupada (Airport Road – Dabok) Udaipur Raj.



Objective

To pursue with a growth oriented organization in order to utilize my skills and experience for the growth and prosperity of the organization which will simultaneously facilitate my career and professional growth.

Present Working

Company Name	:	MPS BUILDCON PVT. LTD.
Work profile	:	Construction of Road work and service & transportation work in “The India Cement, Banswara”
Position Held	:	Sr. Accountant
Duration	:	From November 2018 onwards

Responsibilities

- ❖ Preparation of monthly GST working.
- ❖ Payment for party & Sundry Creditors & Debtors etc.
- ❖ Maintaining of monthly bill of sales & purchase.
- ❖ Monthly Bank reconciliation.
- ❖ Quarterly T.D.S. Working of sheet.
- ❖ Coordinate the site work from the head office.
- ❖ Responsible for entire Accounting / Document Management and clerical jobs of the company.
- ❖ To fill all the tenders online through e-tendering of govt. works.
- ❖ Daily Cashbook entries.
- ❖ Site project-wise daily working progress report.
- ❖ Coordinated monthly payroll functions for 100+ employees..
- ❖ Analyze cash flow and suggest effective method to increase the profitability of the organization.
- ❖ Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them on time, when required by the relevant employees.

Working Experience

Company Name : **BLACK STONE MINERALS**
Work profile : **Construction of Road Work**
Position Held : **Accounts Executive**
Duration : **JAN- 2016 to NOV-18**

Responsibilities

- ❖ Maintaining monthly EMI and the books of accounts.
- ❖ Receipt, issue and site wise control of material.
- ❖ Bank deposits, Payments and reconciliation.
- ❖ Preparation of Month end reports, Year end reports.
- ❖ Coordinate the site working progress from the Head Office.
- ❖ Checking vouchers with supporting documents.
- ❖ Correcting the ledger accounts.
- ❖ Bank payment RTGS, NEFT, FDR & EMD etc .
- ❖ Preparation of salary sheet on monthly basis.
- ❖ Preparation of all vehicles sheet and maintaining policy statements.

Educational Qualifications

Course	University/Board
M.B.A. (Finance and Marketing)	Pacific Collage, Udaipur, Rajasthan
B.Com	B.N.P.G. Collage, Udaipur
10+ 2 (12 th Standard) (Commerce)	R.B.S.E. (Jawahar V.P. Sr. Sec. Sch. Kanore)

Computer Skills

- Tally ERP-9
- GST Portal
- Net Banking
- MS Word, Excel and PDF Convertor
- RS-CIT. (74 %)

Personal Traits

Ability to learn things fast
Takes responsibility with creativity
Self confident with positive mind set.

Personal Information

Father's Name : Sh. KISHAN SINGH JI RANAWAT
Sex : Male
Date of Birth : 03rd DECEMBER 1992
Nationality : Indian
Religion & Community : INDIAN (HINDU)
Languages Known : HINDI & ENGLISH
Marital status : MARRIED
Contact No : +919602739187

DECLARATION

I hereby declare that the above mentioned details are true to best of my knowledge and belief.

Place: Udaipur

Date:

(KALYAN SINGH RANAWAT)