

CURRICULAM VITAE

MR. RAVINDRA KUMAR RAMPRASAD BARAI

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Profile Summary:-

M.Com- with 15 yrs of experience as Manager Accounts and finance, Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Finalization of account, Auditing & Taxation, Expertise in designing and implementing systems to achieve financial discipline and improve the overall efficiency of the organization, Handling team 10+, Handling internal & external auditors, Well versed with Tally version 9 and NetSuite.

Career Objective:-

A bright career in accounts & finance field and a challenging position in an esteemed Organisation to enhance my skills in conjunctions with company goals and objectives.

Job Experience:-

6. MY MOBILE PAYMENTS LTD. /DIGITAL PAYMENTS PROCESSING LTD. /LI DIGITAL PAYMENTS PVT. LTD. Brand name Money on mobile

Working from Feb-2012 till date

Designation: Manager Accounts

Job Responsibility:-

- Finalization & closing of monthly, quarterly and annual books of accounts as per management requires.
- Overview, scrutiny of ledgers & book accruals, expenses allocations and perform General ledger account analysis as part of the month end close process
- Preparation of Profit & Loss statement, Cash Flow statement and Balance sheet in Schedule III format, Notes to accounts, Calculation of Deferred tax.
- Consolidated financial statements preparation and review with auditors.
- Handling Statutory & Tax Audit requirement of internal and external Auditors for India & US report, due diligence audit.
- Handled Service tax scrutiny, income tax assessments.
- Variance analysis between budgeted and actual spends with reasons thereof.
- Compliance of Direct, Indirect tax and Payment, Returns of TDS, PT, Service Tax, GST
- Preparation of MIS Reports
- Handling team 10+ and reported to CFO, VP Finance.

5. In Year 2010-11, 2011-12 KARAMTARA STEEL PVT. LTD.

Designation: Sr. Accountant

Job Responsibility:-

- Checking & booking of Purchase, sales & Journal entries, Payment & Receipts, Petty cash from Corporate office
- Calculations, Payment & Returns of TDS, TCS, Service Tax & Vat, Excise Reconciliation
- Preparation of Form 16 A & 16
- Co-ordination with plants for accounts payable
- Bank reconciliation
- Liaison for Auditing & finalization of accounts with Managers, MIS Reports, Preparation of B/sheet, Profit & Loss a/c quarterly

- Preparation of Stock statement for DP , Bills discounting,
- Assisting to subordinates.

4. In Year 2009-10 Sevenstar Aviation Services Pvt. Ltd.

Designation: Sr. Accounts Officer

Job Responsibility:-

- Checking of Petty cash voucher of all airports, bills & booking of bills.
- Scrutiny of Ledgers A/c.
- Service tax calculation & checking bill & filling of returns.
- Preparation of Form 16 A & Form 16.
- Calculation & filling of TDS returns.
- Finalization with Auditors & Preparation of P & L a/c & Balance sheet.
- Budgeting, & statutory compliances.
- Assisting to subordinates.

3. In Year 2007-08 & 2008-09 Ambetronics Engineers Pvt. Ltd.

Designation: Sr. Accountant

Job Responsibility:-

- Day to day making accounting entries up to finalization. Preparation of P & L a/c for half yearly.
- Updating pass books of all companies.
- Checking of Purchase bills & sales bills, monthly and quarterly as per requirement, and checking of VAT & CST TAX for return filling.
- Service tax calculation & checking bill & filling of returns.
- Calculation of Profession tax & filling of returns.
- Checking of Creditors & Debtors due amount and reporting to the management for payment follow-ups.
- Calculation & preparation of Payroll, PF, ESIC.
- Preparation of Form 16 A & Form 16.
- Calculation & filling of TDS returns.
- Checking of petty cash register with vouchers and making entries in tally & excel.
- Making calls, emails & letter for payments follow-ups & C Form collections.
- Bank reconciliation with bank statement every month.
- Director's Individual account writing work.
- Preparation of Sales order, Delivery notes, Sales invoice.
- Preparation of MIS reports for Directors

2. In Year 2004 to 2007 Gamma Consultancy Pvt. Ltd. –Inch by Inch ISO 9000

Designation: Accountant Assistant

Job Responsibility:

- Checking of Purchase Bills and Blends Sales bills, Stock Maintenance in computer, doing Branches Day to day accounting entry work.
- Checking of Debtor's & Creditor's pending dues amount with bills.
- Quarterly preparation of Profit & Loss a/c & Trial Balance of Branches.
- Checking & Calculation of staff salary, Trainers Fees & O.T. and preparation of Cheques for Employees' and Party.
- Maintaining the Bank reconciliation statements and Petty cash register.
- Calculation and preparation of TDS return, Service Tax, Profession Tax and Filling work.
- Preparation of Form 16 A & Form 16.
- Help to C.A. in Finalisation and at the time of Audit work.

1. In Year 2003-04 Shrenik N. Bamb & Associates C.A. Firm

Designation: Account Assistant

Job Responsibility:

- Account writing work of all types of company's up to finalization.
- Preparation of vouchers and Cheques.
- Maintaining Bank and Cash Book and Bank Reconciliation.
- Preparation of Individual tax computation, Filling Returns, Making PAN Card and Letters for Parties Bills Receipts, Payment.
- ROC Work like taking Company name and registration.

Personal Details:-

Date of Birth : 25th December, 1981
Marital status : Married
Language Known : English, Hindi, Marathi
Caste : Hindu
Hobbies : Painting, Playing Cricket and making new friends.

Academic Qualification:

CLASS	SCHOOL/COLLEGE	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
S.S.C.	S.S.D.HIGH SCHOOL	MUMBAI	MARCH, 1997	64.40
H.S.C.	SIWS COLLEGE	MUMBAI	MARCH, 1999	54.33
B.COM	SIWS COLLEGE	MUMBAI	MARCH, 2002	62.57
M.COM	CORRESPONDENCE	MUMBAI	APRIL, 2005	PASSED

Professional Qualification:-

Diploma in Computer Programming & Financial Accounting
(Windows, Ms-Office- Word, Excel, PowerPoint, C & FoxPro
Programming, Tally 4.5/5.4/6.3/7.2/9.6, NetSuite)

Place: Mumbai

Date:

(BARAI RAVINDRA KUMAR)