

CURICULLUM – VITAE

RAHUL SRIVASTAVA

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Career Objective

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization.

Professional Experiences

➤ **L&T Construction, Saubhagya Allahabad U.P (Apex Infralink Limited.)**

(25 Jun 2018 – Till Now)

Account Assistant & Admin

Responsibilities

- Help Accounts Manager in financial Entries, BRS and Administrative Activities at Saubhagya Allahabad.
- PF & GST reconciliation and Updating of Sub Contractor bills in EIP.
- Daily Physical Verification at store and reconcile and Segregating of Material in the Store and etc.

➤ **Grid Power System – Varanasi U.P**

(7Feb 2017 – 25 April 2018)

Account Assistant

Responsibilities

- Preparing Financial Documents such as invoices, bills, and accounts payable and receivable.
- Posting Daily Receipts, Coordinating with external and internal Audit.
- Assisting the Finance department and senior accounting staff members with various tasks, including preparing budgets, records and statements.

➤ **L&T Construction, Varanasi U.P (Mark Outsourcing Workmen Team Process Ltd.)**

(29 May 2016 –25 Jan2017)

Account Assistant (R-APDRP)

Responsibilities

- Help Finance Manager in financial Entries, BRS and Administrative Activities at R-APDRP Varanasi.
- Help IR Manager in PF & ESIC reconciliation and Updation of Staff and Workman Attendance in EIP.
- Help Store Manager to reconcile and Segregating of Material in the Store.

Academic Qualification

Degree	University / Board	Percentage	Year
B. Com	Allahabad University	54.00	2016
Intermediate	U.P Board	57.00	2011
High School	U.P Board	64.00	2009

Core Competency

- Flexible Towards work
- Adaptable to Changing work culture and environment.
- Patience
- Always eager to learn

Computer Skills

- Certificate in Computer Concept Course.
- Diploma in Financial Accounting & MS word.
- Tally 9.0, MS office & EIP (Enterprise Information Portal)

Personal Details

Father's Name	Mr. Sunil Kumar Srivastava
Date of Birth	24-06-1994
Language Known	English & Hindi
Marital Status	Unmarried

Declaration

I hereby declare that the information furnished above is true up best of my knowledge.

Date:

Place:

Rahul Srivastava

