

RANJEET SAH
Mob: +919818846113/+917982191398
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Career Objective

I seek a challenging position and environment to utilize my skills and abilities in areas of Accounts & Finance. I am willing to work as a key player in challenging & creative environment that would help me to explore and realize my full potential whilst serving the organization.

Work Experience

- Presently Working in LEPTON PROJECTS PVT. LTD. Indirapuram Ghaziabad, from 10st August 2009 to till date as an Accounts officer.
- Working In TECON PROJECTS PVT. LTD. Sec.63, Noida from 13th March, 2007 to 09th August, 2009. Account Asst. cum and Any Field Works.
- Two year working in Rishi Kapoor & Company chartered Accountant in post of Account Asst.

Job Responsibilities

- Sale purchase entry in tally
- Bank reconciliation
- Supplier payments online & offline
- TDS Payments
- GST payments.
- Bank works
- Staff Salary & PF ESIC working
- Staff Salary Payments
- GST Waybill issue
- Dispatch documents preparation
- Staff impress account bill enter
- Tickets booking bus/Air/train
- Online tender submission & Auction

Educational Qualification

- 12th – 80% from Bihar Board Patna in 2009
- 10th – 70% from Bihar Board Patna in 2002
- RPL Training 1 month during Lock down

Computer Proficiency

- MS Word
- MS Excel
- MS PowerPoint
- Internet
- Tally ERP9

Personal Details

Father's Name : Sh. Raj Kishore Sah

Date of Birth : 11 March 1985

Permanent Add : 20-II Floor Palika Bazar G.T Road, Ghaziabad-201001

Languages Known : English, Hindi

Date: 23/10/2020

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