

RESUME

Manmeet Singh Rayet

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CAREER OBJECTIVE

To put my knowledge and skills to the best of my ability for solving challenging and practical problems leading to the development and growth of the development and constantly in the stimulating and learning environment through hard work and sincerity.

EDUCATIONAL QUALIFICATION

COURSE	SCHOOL/ INSTITUTION	BOARD/ UNIVERSITY	AGGREGATE
MBA-Finance (2014-2016)	Neev Education Pvt. Ltd	Sikkim Manipal University	70%
B.COM (Programme) (2010-2013)	Guru Nanak Dev Khalsa College, Karol Bagh, Delhi-05	Delhi university	74%
Class XII (2010)	G.H.P.S Shahadra	C.B.S.E.	78%
Class X (2008)	G.H.P.S Shahadra	C.B.S.E.	76%

PROFESSIONAL QUALIFICATION

COURSE	INSTITUTION
CIA + (Certified Industrial Accountant)	ICA (Institute Of Computer Accountants), Preet Vihar, Delhi-92

KEY SKILLS

- Working experience with advance Excel.
- Working experience with Google drive.
- Working experience with Tally ERP 9
- Knowledge of Microsoft Navision 2013 (ERP Software)
- Knowledge of Busy 3.9

JOB EXPERIENCE

- Working as “**Senior Accounts Executive**” in **Minar Travels India Pvt. Ltd.** since 28th May 2019 to till date.
- Working as “**Senior Accounts Officer**” in **Holiday Triangle Travel Pvt. Ltd.** since 21th March 2016 to 27th May 2019.
- Worked as “**Accounts Assistant**” in **Bravia International General Trding LLC, Dubai** from 30th April 2015 to 15th February 2016

- Worked as “**Accounts Assistant**” in **AgreeYa Solutions India Private Limited** on behalf of **Lochan &Co. (CA Firm)** from 18th November 2013 to 15th December 2014.

Job Responsibilities in Minar Travels India Pvt. Ltd

- Recording transactions on daily basis in Tally.
- Reconciliation of Bank Statements on daily basis.
- Preparing Hotel vendor’s payment cheques & reconciliation of the same.
- Preparing Advance payments report & follow up with the sale persons for invoice on weekly Basis.
- Recording Interbranch entries & reconciliation of the same on daily basis.
- Reconciliation of Imprest Accounts.
- Preparing department wise Salary data & recording the entries in Tally.
- Recording EPF & ESIC related entries in Tally & reconcile the same with master data.
- Preparing of TDS details & assist in finalization of TDS return.
- Preparing GST data for GSTR-1 & GSTR-3B & filing the same.
- Reconciliation of GSTR-2A , GSTR-1 & GSTR-3B with Tally quarterly.
- Providing management with MIS reports wrt financial position, age-wise debtors and creditors position, cash and bank position and other relevant details as and when required on monthly basis.

Job Responsibilities in Holiday Triangle Travel Pvt. Ltd

- Monthly closing of bank accounts & updation in Tally.
- Weekly reconciliation of bank accounts in Tally as well as in excel format.
- Creation of Sales Invoices for the tour packages sold on daily basis & recording entries related to the same
- Daily updation of Purchases made through flight merchants & other suppliers.
- Monthly reconciliation of Flight merchants for the flight tickets purchased from them. (Clear Trip, Akbar Travels, TSI Yatra Pvt Ltd., Mystify)
- Monthly reconciliation of vendor’s accounts for Hotel, sightseen, land package & visa.
- Proceeding payments to supplier through NEFT, RTGS, Cheques, IMPS on daily basis
- Proceeding refund to the traveler in case of Flight cancellation.
- Preparation of Monthly data for GST return & TDS return.
- Preparation of monthly MIS for sales, purchases, outstanding etc. for Managers.
- Assit Managers in Audit for documentations & data required.

Job Responsibilities in Bravia International General Trding LLC, Dubai

- Recording General transactions in Tally & ERP software.
- Reconciling Bank Statements on monthly basis.
- Recording Sales and purchase invoices and credit notes in ERP system.
- Responsible for preparing monthly Stock valuation & ageing report
- Posts Debtors payments by recording cheques & cash transactions.
- Preparing Debtors & vendors outstanding statements & ageing reports on monthly basis.

Job Responsibilities in AgreeYa Solutions India Private Limited

- Recording transactions on daily basis in Tally.
- Reconciling Bank Statements on daily basis & preparing daily bank balance report.
- Preparing vendor’s payment cheques & vendor’s reconciliation.
- Assist in carried out Payroll processing tasks for over 250 employees.

- Recording Salary entries and reconciliation
- Assist in preparation of TDS, EPF & Service Tax.

PERSONAL DETAILS

Father's Name	Sh Amarjeet Singh Rayet
Date of Birth	1 st December1991
Address	H-7 Radhey Puri, Krishna Nagar, New Delhi-110051
Email Address	manmeet.rayet@yahoo.com
Contact No	9268765606
Nationality	Indian
Marital Status	Single

I hereby declared that the above information given in this resume is true and correct to the best of my knowledge.

(MANMEET SINGH RAYET)