

RAVIPRAKASH MANOJKUMAR SHARMA

Finance & Accounting

Birth Date: 25-12-1996
Gender: Male
Marital Status: Single
Nationality: India

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Add:A-17 Duraganagar Society, B/h Ambe Mata Temple Vata, Ahmedabad, Gujarat-382445 (INDIA).

SUMMARY

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of company. Seeking an entry-level position to start my career in a high-level professional environment. To secure a challenging position in a reputable organization to enhance my learning's, knowledge's, and skills.

EMPLOYMENT HISTORY

01. Customer Services Executive (CSE) - Azure Knowledge Corporation.

Navrangpura Ahmedabad, Gujarat

May 2015 - August 2015

- 01. As a Customer care executive.
- 02. Call monitoring.

02. Finance & Accounting (Account Assistant) - H. J. Metalcraft Private Limited.

Vatva Ahmedabad, Gujarat

June 2015 - August 2020

- 01. Accounting work in tally ERP9 with GST. (Receivable & payable)
- 02. Sales Invoices Raising.
- 03. Banking work & Bank Reconciliations.
- 04. Export & Import Banking and documents work (FIRC To BRC)
- 05. GST Data preparation & Reconciliations.
- 06. TDS Handling.
- 07. Payroll preparation (Tally and Excel with PF & ESIC Work)
- 08. Petty cash Handling.
- 09. Voucher Preparing.
- 10. MIS Reporting.
- 11. Vendor communication.
- 12. Coordination With CA.
- 13. Reporting to Management.

03. Finance & Accounting (Accounting Assistant Cum Jr. Accountant) - Discus IT Private Limited

Navrangpura Ahmedabad, Gujarat

August 2020 - Till Date

01. Accounting work in tally ERP9 with GST. (Receivable & payable)
02. Sales Invoices Raising.
03. Banking work & Bank Reconciliations.
04. Export & Import Banking and documents work (FIRC To BRC)
05. GST Data preparation & Reconciliations.
06. TDS Handling.
07. Payroll preparation (Tally and Excel with PF & ESIC Work)
08. Petty cash Handling.
09. Voucher Preparing.
10. MIS Reporting.
11. Vendor communication.
12. Coordination with CA.
13. Reporting to Senior's.

EDUCATION & QUALIFICATION

Ashirwad Hindi Higher Secondary School - First School Leaving Certificate (SSC)

(Primary Education)

Vatva Ahmedabad, Gujarat.

March 2010 - March 2011

Sheetal Saurabh Hindi Higher Secondary School. - Senior Secondary School Certificate (HSC)

(Secondary Education)

Isanpur Ahmedabad, Gujarat.

March 2012 - March 2013

Gujarat University - Bachelor of Commerce

(Commerce's)

Ahmedabad, Gujarat.

April 2013 - March 2017

SKILLS

Strong Written And Oral
Communication.



Time Management.



Critical Thinking



Managerial Accounting



Innovation



SOFTWARE

Tally ERP 9 (GST)



CCC



Internet & Emails



LANGUAGE

English



Hindi



Gujarati



HOBBIES

Listening Music, Internet Surfing, Adventure, And Article Reading.

DECLARATION

I hereby declare that all the details furnished above are true & correct to the best of knowledge & belief.

Date :

Place : Ahmedabad