**Curriculum Vitae**

**Satish Kanubhai Rana**

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♫ Mobile: 9033207709

**Permanent Address :** 3,New Nandanvan Soc, Prenatirth Derasar Road , Satellite,

Ahmedabad-380005

**Career Objective :** To being a part of reputed organization where I can

accelerate my key skills and abilities. Groom myself with

market knowledge and Sharpen my potentials and

communication skills.

**Work Experience :**

1. Since March-2020 to Till Date I have been working with **Shree Hari Construction** as a

**Sr.Account Manager.**

1. Since Jan-2019 to Feb - 2020 I have been working with **Biscone Industry – Yashodhar** as a **Accountant.**
2. Since July-2017 to Dec – 2018 I have been working with **Surya Motors (ASHOK LEYLAND)** as a

**Account Manager.**

1. Since Dec-2011to Jun -2017 I have been working with **Petal Motocon Pvt Ltd (ASHOK LEYLAND)** as a **Account Manager.**
2. Since June - 2008 to Nov - 2011 I have been working with **K P INTERNATIONAL PVT LTD** as a **Accountant.**
3. Since Dec -2007 to May - 2008 I have been working with **Torque Automotive Pvt Ltd** as a

**Asst. Account Manager.**

1. Since May -2004 to Nov - 2007 I have been working with **Planet Automobiles**  as a **Asst. Accountant.**

1. I have been working with **Shankar Group** as a **Asst. Accountant** Duration 3 yrs. And 6 Months.
2. I have been working with **Automation System engineers** as a **Asst. Accountant.** Duration 3 yrs. And 11 Months.
3. I have been working with **Precitronics System** as a **Accountant Executive** , Duration : 08 Months.

1. I have been working with **Nikunj shah & Co**. as a **Accountant Executive** , Duration : 08 Months.

**Key Strengths ( Skills ) :**

* Good analytical skill.
* Influencing and convincing power.
* Dedicated to career.
* Good grasping Abilities.
* Accounting
* Research skills
* Analyzing information
* Attention to detail
* Deadline-oriented
* Confidentiality
* Tally software
* GST – TDS and Govt. Tax Knowledge

**Responsibility :**

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| --- |
| * Scrutinize and checking of all the ledgers of accounts periodically and prepared report. * Timely monitoring and completion of accounting & internal auditing system of internal control for the company. * Stock Reconciliation and Bank Reconciliation * Leadger scrutiny and trial balance scrutiny. * MIS report GST / TDS working in Tally Accounting software * Regular payment of vendors and maintain various ageing reports of vendors for different periods. * Details related to Balance Sheet and Profit & Loss A/c for the finalization of accounts with the auditors. * Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies. |

**Personal Information :**

Father’s Name : Kanubhai Vadilal Rana

Date of Birth : 18th October, 1975

Nationality : Indian

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Gujarati and Hindi

**Educational Profile :**

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| --- | --- | --- | --- |
| **Degree** | **University** | **Month & Year of Exam** | **Percentage Obtained** |
| **BCOM** | S.P University V.V.Nagar | Mar-1996 | 36% |
| **H.S.C.** | G.S.H.E.B.-  Gandhinagar | March-1993 | 53% |
| **S.S.C.** | G.S.E.B.-  Gandhinagar | March -1991 | 55% |

**Computer Knowledge :**

* Knowledge (MS-Office),
* Internet,
* Outlook,
* Tally
* Powerpoint

I here by declare that information given above is true and to the best to my knowledge.

Place: Ahmedabad

Date: / /