

RESUME

Gajanand Dubey
Saradarshahar
Distric Churu
Rajasthan

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Mobile: 8769406044

Career Objective:

To obtain a good responsible position in a professionally esteemed organization and looking forward to an opportunity where I can contribute to the organization success.

Job Profile

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Barbreek logictic Pvt. Ltd
From – 01.02.2019 to 31.05.2022
Designation –Jr. Accountant

Current Job.

Shri balaji construction co.
From 15.11.2022 to Till Date
Designation – Accounts Executive

Place of work: Dungarpur Rajasthan
Designation: Accounts Executive (F&A)
Reporting to: (Director)

Duties & Responsibilities:

- Maintaining of Daily Cash & Bank MIS & Report To HOD
- Maintain Bank Reconciliation & Reconciliation of Debtors & Creditors.
- Maintaining of Weekly Fund Request to process .
- Checking & booking of bill & JV's.

- Statutory compliances in respect to TDS, GST tax, etc.
- Preparation of Monthly MIS includes Cash Certificate, BRS, Fund flow statement, Fixed Assets Register, Purchase Register, Provision Statement and Security Deposit Statement.
- Provide any type of Accounting Reports as required by HOD
- Fortnightly ledger scrutiny & debit balances follow-up
- Maintaining books of a/c as per ISO standards & preparation of financial reports.
- Handling & maintaining day to day accounting of finalization of Balance Sheets after making all adjustments & Liaising with all relevant departments

Educational Profile:

Academic : B.Com, M.com from Mahraja Ganga Singh University, Bikaner,Rajasthan. (2012-2016)

Accounting Software : Tally 9.0 ERP,, SAP, Excel,Ms Word,Job Books

Personal Details:

Permanent Address : Gajanand Dubey
Teh.-, Sardarshahar (Dist-Churu), PIN:
331403 Rajasthan

Date of Birth : 31/07/1993

Sex : Male

Nationality : Indian

Marital Status : Married

Languages Known : Hindi / English

(Gajanand Dubey)