**CURRICULUM VITAE**

**KARAN SINGH YADAV**

**Senior Executive**

**Accounts & Finance Department**

**Prateek Realtors India Pvt. Limited**

**(Formally Known PRATEEK GROUP)**

**A-42, Sector-67, Noida, Uttar Pradesh**

**INDIA-201301**

**Mobile No: +91- 9560266105 & +91- 9958609940**

**Email: karansinghyadav0001@gmail.com**

**CAREER OBJECTIVE:**

To explore my skills in Accounts & Finance for Development of Organization & Myself. Looking for an opportunity to synergies my ability and efforts with the demanding performance standard of the company and contribute towards achieving its goal and objectives.

**TOTAL EXPERIENCE**: **More than 7(Seven) Yrs. Experience in Accounts & Finance of Corporate Sectors.**

Currently working with **Prateek Realtors India Pvt. Ltd** – (**Real Estate Company) in Accounts & Finance** as a **“Senior Executive”** in **Noida, Uttar Pradesh, India** from **July 2012 to till date**.

**To know more about the Company Visit At www. prateekgroup.com**

**JOB PROFILE & KEY RESPONSIBILITES:**

* Review & finalization of Suppliers / Contractors bills and Utility Invoices process for payment.
* Providing relevant, timely and accurate data for accounts finalization.
* Submission of daily/weekly/monthly financial reports for management review.
* Prepare and process periodic reports on Weekly, Monthly basis.
* Conducting & implementing the internal control audits for compliance.
* Bank, Cash & party Reconciliation.
* Prepare Weekly & Monthly reports of Fixed Assets physical verification.
* Debtor’s collection update in data base.
* Prepare outstanding sheet of Debtors.
* Prepare No Objection Certificate of Debtors.
* Late payment & interest calculation of Debtors.
* Registry document handover to Bank for Mortgage.
* Manage all accounts files as per required.
* Prepare of builder handing over agreement.
* Bounce cheque updating of Debtors.

**Worked as an Accountant since September 2010 – June 2012.**

Employer : **GAURSONS PROMOTERS PRIVATE LIMITED**.

Type of Company : **Real Estate Company**

Department : Sales Accounting

Skills : Accounts, Finance, Taxation & Auditing

***To know more about the Company Visit At* www.gaursonsindia.com**

**JOB PROFILE & KEY RESPONSIBILITES:**

* **Project Accounting** - Application, Booking, Welcome letter, Allotment letter, Demand letter,

Interest Calculation, Cancellation & Refund Process of Residential & Commercial Flats & Shops.

* **General Accounting**: - Daily Voucher preparing and Entries, Co-ordination with Debtors regarding Payments, Service Tax.

**Worked as a Trainee Accountant since July 2009 – August 2010.**

Employer : **CA RAJEEV BHARGAVA & ASSOCIATES**

Type of Company : **C.A. Firm**

Department : General Accounting

Skills : Accounts, Finance, Taxation & Auditing

**JOB PROFILE & KEY RESPONSIBILITES:**

* **General Accounting**: - Daily Voucher preparing, Entries and bookkeeping, Co-ordination with Debtors regarding Payments, Service Tax.
* Reconcile the Bank Accounts & Party Accounts.

**EDUCATIONAL QUALIFICATION:**

* **M.B.A (Finance)** from **SIKKIM MANIPAL UNIVERSITY** in **2015.**
* **Post-Graduation** **M.Com** CCSUniversity, Meerut in **2013**
* **Graduation** **B.A (Economics & English)** DDUUniversity, Gorakhpur in **2009**.
* **12th** Passed U.P. Board Allahabad in **2006**
* **10th** Passed U.P. Board Allahabad in **2004**

**CERTIFICATION COURSE:**

* **Fifteen months accounting course** from “**THE INSTITUTE OF COMPUTER ACCOUNTANTS” from** RDC RAJNAGAR, GHAZIABADin **2011**”.

**COMPUTER PROFICIENCY:**

* MS Word, Excel, Power Point, Outlook Express
* Internet
* ERP Software
* Tally, Pay soft

**STRENGHT:**

* Learning Ability
* Positive Thinking
* Team Work

**PERSONAL DETAIL:**

Father’s name : Mr. Subash Chandra Singh Yadav

Date of birth : 01-July-1989

Permanent address : Vill- Jasui, Post- Bhatpar Rani, Distt- Deoria, Uttar Pradesh, India-274702

Marital status : Bachelor

Gender : Male

Nationality : Indian

Hobbies : Playing Cricket, Listening Music

Language Known : English, Hindi

**PASSPORT DETAIL:**

Passport No : P2659121

Date of Issue : 20/07/2016

Place of Issue : Lucknow (India)

Date of Expiry : 19/07/2026

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

**Place:Karan Singh Yadav**

**Dated:**