

BITTOO RANI

Address: Faridabad, Haryana, India
Mob. /WhatsApp: +91 9817436030
E-mail: KMAKAHI0889@GMAIL.COM

Gender: Female
Nationality: Indian
Date of Birth: 22.07.1995

CAREER OBJECTIVE

To join one of the top leading organizations, where I can utilize my skills and start my professional career by serving such an esteemed organization in fresh work driven environment. To work in a dynamic professional organization with full dedication and spirit to create synergies and to embark upon a career, this provides me an opportunity to perform in any field. I like to meet people from different strata of society.

PROFESIONAL SYNOPSIS

Working as “**Sr. Account Executive**”.

From June 2022 in **BR Power Control and Automation Services, Faridabad, Haryana.**

WORK EXPERIENCE

- Review the Accounting entries and manage the payable
- Knowledge of finance and banking
- Maintain records of all payments and expenditure including pay role, purchase orders, invoices, statements etc.
- Paying employees by verifying expense reports
- Salary finalization
- Banking
- Vendor billing
- Handling books of accounts
- Completing multiple journal ledger accounts
- Handling day to day activities and mails independently
- Bank reconciliation and payment collection
- Reconciliation of sundry debtors and creditors
- Payment follow up by calling and mailing
- Knowledge of billing and e-way bill and accounting etc.,
- Preparation of returnable and non returnable challan
- Assistance in finalization of accounts with auditing and chartered accountant
- Preparation and filling of GST Return monthly.
- Preparation of monthly TDS and Filling of TDS
- Maintain Proper records of all type of invoices
- Preparing the Performa invoices
- Tracking all type of expenses and paying on time
- Maintain stock entries in Tally ERP 9.

COMPANY PROFILE

➤ FROM June 2022 – Till now

BR Power Control and Automation Services taking Tenders to provide Products and services also they Manufacture and supply Commercial & industrial Equipment. Some of the major customers are AAI India, HPCL, IOCL, DMRC, DCSC, Celebi Delhi cargo and etc.

➤ FROM April 2017 – May 2022

SCHEMATIC SYSTEM is an 'a' class electrical contractor and one of the leading CPRI approved LT panel board manufacturer operating across the highly industrialized area Faridabad (NCR)

Designation- Sr. Account Executive

ACADEMIC QUALIFICATION

Qualification	Board/University	College/School	Year	Marks
M.com	M.D.U.	KL Mehta dayanand college	2016-2018	8.9 CGPA
B.com	M.D.U.	KL Mehta dayanand college	2013-2016	8.64 CGPA
Senior Secondary	Haryana board	Shanti public senior secondary school	2012-2013	86%
Matriculation	Haryana board	Shanti public senior secondary school	2010-2011	87%

INDUSTRIAL PROJECTS

- Maintain Proper Accounting work during the project of **Air port Authority**.
- Planning for dispatch the material related to projects like **Delhi Cargo, Celebi cargo and AAI**
- Maintain Records of all Files and transaction related to projects.

ACHIEVEMENTS

- Won “**Poster Presentation Competition**” in college.
- Runner up in “**Mock campus Placement**” Competition in college.
- Won “**Mathematics Quiz**” in Schooling.
- Won many “**My Government Quiz**”

HOBBIES

- Reading books
- Dancing
- Traveling
- Watching Movies

LANGUAGE

- English
- Hindi

DECLARATION

I, hereby declare that the information stated above is authentic and true to the best of my knowledge.

BITTOO RANI