

## CURRICULAM VITAE

<b>B.R.RAI</b> <b>M.no +91 99887 45143</b>	<u>FOR Account Executive</u>	<b>ADDRESS(Office)</b> B-XXIV,3110/2,Near Bombay Tyre, Sunder Nagar LUDHIANA-141007 <b>PH.+91 97815 24018,+91 97810 24018</b>
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<b>Address Residence:</b>						
<b>V.P.O KAMAM,TEHSIL +DISTT.NAWAN SHAHR-144513</b>						
<b>E-MAIL : brraikmm@gmail.com</b>						

### CARRIER OBJECTIVE:----

TO WORK WITH A REPUTED ORGANISATION WHERE MY KNOWLEDGE & CREATIVE POTENTIAL CAN BE PUT TO USE TO RAPIDLY GROW AND CONTRIBUTE TOWARDS COMPANY GOALS BY UNDERTAKING CHALLAENGING ASSIGNMENTS.

### KEY SKILLS:----

- \*Ability to work with other as a team.
- \*Ability to sort under pressure.
- \*Hard working and focused towards work Objectives.

### EDUCATION QUALIFICATION :----

EXAM.PASSED	UNDER	YEAR
B.COM	G.N.D.U	1996

### PROFESSIONAL QUALIFICATION :----

#### COURSES:---

#### 2 YRS DIPLOMA IN COMPUTER APPLICATION :--

- \* DOS,WINDOW-98,WINDOW-XP,MS EXCEL,MS WORD,
- \* ACCOUNTS PACKAGE MEHTA SOFTWARE

### WORKING EXPERIENCE :--

- \* YRS WORKING WITH G.K.MARJARA HOSIERY MILLS.  
SINCE APR 2000 TO JAN 2004
- \* **NOW WORKING WITH CONFIDENCE KNITWEAR**  
**SINCE 27 JAN.2004 onward**  
(As INDEPENDENT Accounts Incharge)

**WORKS DONE AS UNDER :--**

- \* VOUCHING OF PURCHASE,SALE,BANK AND CASH TRANSACTIONS.
- \* PREPARED BALANCE SHEET INDEPENDENTLY.
- \* GST RETURNS , ASSESSMENTS OF CASES AND DEALING WITH DEPARTMENT THR ADVOCATES
- \* VAT CASES ASSEMENTS AND DEALING WITH DEPARTMENT THR ADVOCATES
- \* ITRS FILE CO AND PERSONALS AND ASSESSEMENT THE CASES
- \* TDS DEPOSIT MONTHLY & RETURNS FILES
- \* KNOWLEGDE OF SERVICE TAX,DEP AND RETURNS
- \* EPCG LICENSE ISSURANCE AND REDEEMED
- \* CLEARANCE OF IMPORT & EXPORT DOCUMENTS FROM CHA
- \* STOCK STATEMENT AGAINST CC LIMIT MONTHLY TO BANK
- \* RECONSILIATION BANKS AND DEALING ALSO,
- \* SALARY , WAGES DISTRIBUTE AND CASH HANDLING
- \* OBLIGATIONS FULFIL UNDER FACTORY ACT(PASSING MAPS AND ASSESSMENTS)
- \* OTHER ACCOUNTS WORKS:-- MADE OF PAYMENT,JOB WORK,INCOMEING,OUTGOING.  
AND ETC.

SALARY DRAWN:	55000/-PM
SALARY EXPECTATION	70000/-PM

LANGUAGES KNOWN:---

PUNJABI,HINDI AND ENGLISH

PLACE	LUDHIANA
DATE	5/4/2023

<b>B.R.RAI</b> <b>(ACCOUTS EXECUTIVE)</b>
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S/d
<u>SIGNATURE</u>