**DHARAMRAJ BHATT**

Contact: +91- 8971592140

Email: rajb11888@gmail.com

**Career Objective**

Key Accountant with a BCom degree, 10+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful; skilled in effective interpersonal interaction. Seeking employment as a Senior Accountant in a reputed Organization

**Educational Qualification**

**Technical Skills**

* Bank Reconciliations Expenses Reconciliations Accounts Recievable & Payable
* Financial Accounting Cash accounting Financial Reporting General Ledger
* Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint)

**Experience**

Accountant – GAG Associate - 5 Years

Accountant and Business Head (Sri Rama Minerals And beverages Pvt LTD) - 5 Years

Monitor and maintain the accounts for 30 to 40 daily sales cash transactions, amounting to over INR 10 lakh.

Cost account, Admin, Inventory maintaining,

Maintaining general ledger and all books of accounts up to Final accounts & Balance sheet.

Perform internal audits and submit detailed recommendations to management and directors, identifying potential problems, excessive spending and solutions for the same.

Manage the Bank Reconciliation Statements of the Company for all receipts and payments.

Verification of Data and Maintenance of Outstanding reports for Debtors and Creditors.

Generate and Maintainence of sales inventory report

Conduct monthly reconciliations of Goods and Invoices received, GR.IR chasing, reconciliation of expenses, accounts payable/receivables, cash flow

Maintain the company's data records.

Generate accounts reports pertaining to Excise Duty, GST, CST and TDS

**Personal Details**

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| **Date of Birth** | 22 October 1986 |
| **Permanent Address** | **#**FE44/3,2nd Cross Sriramanagri ,Bangalore- 560017 |
| **Gender** | **Male** |
| **Nationality** | **Indian** |

**Declaration**

I do hereby declare that the above information is true to the best of my knowledge.

Date : Place :