**VIVEK RAVI**

Ph:9400749765

Email: vivekjravi@gmail.com

### CAREER OBJECTIVE:

### Excellent accounting skills, with experience in ERP and Tally, dealt with customers and high-level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

###### WORK EXPERIENCE:

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| **NAME OF THE COMPANY** | **POSITION** | DURATION |
| **FREELANCE JOB** | **TAX CONSULTANT** | **Working since 02rd May 2016 To till date** |
| **T-PACK -THAILAND** | **ACCOUNTAN**T | **2nd August, 2014 to 28nd Jan, 2016** |
| **FEOFUS SOLUTIONS- INDIA** | **ACCOUNTS EXECUTIVE** | **3nd June, 2013 to 6nd Jan, 2014** |
| **NORATEL INDIA POWER COMPONENTS- INDIA** | **JR. ACCOUNTS Executive** | **10nd July, 2012 to 31nd May, 2013** |
| **NORATEL INDIA POWER COMPONENTS- INDIA** | **ACCOUNTS ASSISTANT** | **20nd March, 2007 to 29nd June, 2011** |
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**PROFESSIONAL SUMMARY:**

* Having over **9 years of Experience** in the field of **Accounts, Finance, Auditing,** in which

1 **½** years of experience in **THAILAND**.

* Strong in ERP software and Tally

**Accounts Experience:**

* Assist with the preparation of financial statements, including monthly and annual accounts
* Enter financial data in to the system
* Reconcile bank statements
* TDS Filing.
* GST Return filing
* Liaison with auditors
* Invoicing and processing
* Ensure daily Bank activities are performed in a timely and accurate manner.
* Payment follow up.
* Expertise in reconciliation of receivable & payables with their respective statements

**Audit Experience:**

* **Vouching** of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock

#### QUALIFICATIONS:

* **M.Com from Annamalai University in 2010**
* **B. Com from Kerala University in 2005**
* **Diploma in Computer Applications: Ms-Word, Excel**
* **ACCOUNTING PAKAGES:**

**Tally, ERP Package**

### PERSONAL PROFILE:

Date of birth : 07th Jan, 1982

Nationality : Indian

Sex : Male

Marital Status : Single

Languages Known : English, Hindi,

Skype ID : vivek9446549765