

## **CURRICULUM VITAE**



### **Permanent Address**

E mail: [raviranjan.singh.dd@gmail.com](mailto:raviranjan.singh.dd@gmail.com)  
[raviranjan\\_dd@hotmail.com](mailto:raviranjan_dd@hotmail.com)  
Add.: Vill-Daridha, Post - Hariharpur, Bhawanathpur  
Garhwa, Jharkhand (822120)  
M. No. 09955348464;

### **Correspondent Address**

**Ravi Ranjan Singh**  
N0. 38, S.V. Lakshmi Nilaya 1<sup>st</sup> Floor,  
Door No. 1<sup>st</sup> Kondaspura Budhigere,  
Cross, Bangalore -560049.  
M. No. 09035360840

=====

**Post Applied For:- Accounting & Financial Dept.**

### **Career objective:-**

I have a natural flavor to get deeply involved in the organization. I work for to establish myself associate with organization that provides a promising career path and growth and be able to offer my services to organization to the best of my abilities.

### **Specified Area of Working:-**

- Finance & Accounting

### **Working Experience:-**

- Worked as a Billing Executive in **Ahlcon Ready Mix Concrete (P) Ltd.** (A Unit Of Ahluwalia Contracts India Ltd.) from 12<sup>th</sup> Aug 2008 to 31<sup>st</sup> July 2009.
- Worked as a Asst. Accountant in **Ahlcon Ready Mix Concrete (P) Ltd.** (A Unit Of Ahluwalia Contracts India Ltd.) from 01<sup>st</sup> Aug 2009 to 31<sup>st</sup> Dec 2012.
- Worked as an Accountant in **M.R. CONCRETE.** from 01<sup>st</sup> Feb 2013 to 31<sup>st</sup> May 2014.
- Worked as an Accountant in **AKH Enterprises (Ready Mix Concrete Works)** from 01<sup>st</sup> June 2014 to 30<sup>th</sup> Sep 2016.

- Presently I am working in **Leo Contech Pvt Ltd** as a Sr. Account Officer Since 01<sup>st</sup> Oct 2016 to till date.

### **ROLES & RESPONSIBILITIES:-**

- To Maintain Office Account.
- Co ordination Sales and service dept.
- Bank Reconciliation & Debtors / Creditors reconciliation.
- Prepare consumption report for manufacturing products for audit.
- Handling Payments of suppliers & Collections from Customers
- Accounting Payable, account receivable and General account (Data entry of all accounts in Tally).
- Preparing report for tax payments related issues TDS Deduction, GST etc.
- Preparing Payroll processing related duties as well including salary structure, PF, ESI and other such salary structure components.
- Making of invoices in excel and tally.
- To assist with monthly closings and preparation of monthly financial statements.
- To assist with preparation of audit process.

### **Academic Profile:-**

- MBA (Fin.) from University of SMU.
- B .Com from University of Ranchi (2008).
- Intermediate from Jharkhand Academic council Ranchi (2005).
- High School from Jharkhand Board (2003).

### **Computer Proficiency:-**

- DCA (Diploma in Computer Application).
- MS Word, MS Excel.
- Tally 7.2 & 9.0 Erp.
- ERP (Enterprise Resource Planning).

### **Strength:-**

- Ability to mix with others and become a team player.
- Ability to work independently.
- Goal Oriented.
- Strong will power.
- Confident.

### **Professional Reference:-**

Mr. Rabindra Kumar Pati (CA)  
Finance Head  
Ahlcon RMC, Bangalore.

Mr. Manoj Kumar (CA)  
Gampath Raj & Co.  
Jayanagar 08<sup>th</sup> Block, Bangalore.

### **Hobbies:-**

- Listening to Music.
- Sports (Chess, Cricket & Carom).

### **Personal profile:-**

- Name: - Ravi Ranjan Singh
- Father Name: - Jitendra Singh
- D/O/B: - 06<sup>th</sup> Jan 1987
- Nationality: - Indian
- Sex:- Male
- Marital Status: - Married.
- Languages Known:- Hindi & English.

**Expected Salary        :**

With Accommodation.

**Possible Date of joining:**

I hereby declare that all the statements made in this application are true and correct to the best of my Knowledge and belief.

Date: - .....

Place: - .....

Signature of Applicant