

# Rohit Dubey

Accountant

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Bommanhalli Bangalore, Karnataka, 560068

## EXPERIENCE

### Accountant

Ashwatha Contract Pvt Ltd , Bangalore, Karnataka

06/2023 - Present

- Managed bookkeeping accounting operations with a focus on accuracy and compliance.
- Oversaw accounts payable and accounts receivable processes to ensure timely payments and collections.
- Prepared and filed GST, Income Tax, and EPF returns in adherence to regulatory requirements.
- Developed and implemented budget forecasts to optimize financial planning and resource allocation.

### Accountant & Audit executive

CA Vishal shrivastava & Company , Jabalpur, M.P

05/2018 - 08/2022

- Conducted comprehensive bookkeeping accounting and auditing procedures to maintain financial records integrity.
- Administered accounts payable and accounts receivable functions, optimizing cash flow management.
- Demonstrated expertise in preparing and submitting GST, Income Tax, and EPF returns, ensuring compliance with tax laws.
- Executed internal audits of Regional Transport Office locations across Madhya Pradesh and performed concurrent audits of Allahabad Bank branches.

### Junior Accountant

CA Mahawar & Asrani Company CA, MAHAWAR & ASRANI COMPANY, Jabalpur, M.P

11/2016 - 12/2017

- Implemented meticulous bookkeeping accounting practices to accurately record financial transactions.
- Managed accounts payable and accounts receivable processes, ensuring efficient cash flow operations.
- Utilized advanced auditing procedures to assess and verify inventory records for accuracy and compliance.

## SUMMARY

A qualified accountant with 8 years of experience in the field of Accounting in private sectors. Hands-on experience in taxation, internal auditing, financial reporting, and budget forecasting. Seeking a career opportunity to fully utilize my skills while making a significant contribution to the success of the company.

## SKILLS

Accounting and bookkeeping

Accounting Records Analysis

Adaptability and Flexibility

Account Management

Internal Auditing

Budget forecasting

Time Management & Team Work.

Computer Skills- Hands On Tally Erp 9, Prime

Google Worksheets

Self Motivated & Learns Easily

## LANGUAGES

English

Intermediate

Hindi

Intermediate

## EDUCATION

### Commerce

Rani Durgavati Vishwavidyalaya (RDVV),  
Jabalpur M.P

2013 - 2015

Master of commerce

### Computer, Diploma

Jabalpur Institute of Information Technology,  
Jabalpur M.P

2015

PGDCA