

## **Resume**

### **Mr.Ramnath R. yadav**

Address :- Gai Niwas Chwal Room No.7 S.M.

Road Bhandup Mumbai-78

E-Mail :[rnyadav1983@yahoo.co.in](mailto:rnyadav1983@yahoo.co.in)

Cell : [9820902961](tel:9820902961)

To work in the most challenging position with an organization that provides Best opportunities to learn and to contribute.

### **PROFESSIONAL SYNOPSIS**

B.COM 7 year of experience in Commercial Operations, Accounts, Finance, Budgeting & Statutory Compliance.Gained exposure in maintenance of accounts, working capital management and profit monitoring.Adept at development of financial policies/guidelines for effective fund management. Adept at ensuring optimum inventory levels to achieve maximum cost savings without hampering the sales process. Proficient in allocation / transfer of stocks, conducting routine inspection to ensure reconciliation of physical stock at the warehouse. Possess excellent relationship management skills coupled with demonstrated communication and organizational abilities.

### **CAREER CONTOUR**

#### **Educational Qualification**

Qualification	University/Board	Year of Passing	Class
B.Com	MumbaiUniversity	March-2004	Second
H.S.C.	Maharashtra/ Mumbai	Feb-2001	Second
S.S.C.	Maharashtra/ Mumbai	March-1999	Second

#### **Computer Skills**

I Have fair knowledge of Microsoft Word, Microsoft Excel, , DOS, Internet, Outlook Express,Tally 4.3, 5.4,6.3,7.2 & 9.2ERPand I Have Completed for ICA Courses for certified industrial accountant (C.I.A).

**EMPLOYMENT SUMMERY**

Organization	GROUP OF DRUSHTI REALTORS ( DRUSHTI REALTORS)
Designation	J.R. ACCOUNTANT
Duration	APRIL,2016 To Till DATE
Reporting to	S.R. ACCOUNTANT
Job Profile	<ul style="list-style-type: none"><li>• Updating Bank Reconciliation statement</li><li>• Ledger Scrutiny for Account settlement.</li><li>• Maintaining books of accounts receivable &amp; Accounts Payable</li><li>• Reconciliation of debtors &amp; creditors weekly</li><li>• Preparing Weekly Outstanding Report for Creditors</li><li>• Calculation &amp; Payment of, TDS etc.</li><li>• Auditors requirement</li><li>• Sales and Purchase transaction management.</li><li>• Net Banking Transaction for utility, vendor &amp; Tax payments.</li><li>• All expenses book in tally .</li><li>• Handling Petty Cash for Head &amp; Site office.</li><li>• Knowledge of Quarterly TDS , Return Filling.</li><li>• Working Knowledge of service tax, TDS,PF.</li><li>• Making Payment to creditors.</li><li>• Co-Ordinate of Bank for fund transfer like RTGS &amp; Neff.</li></ul>

## **EMPLOYMENT SUMMERY**

Organization	ELINK SOFTWARE TECHNOLOGIES PVT LTD.
Designation	ACCOUNT EXECUTIVE
Duration	DEC,2014 To 31 March'16
Reporting to	Accounts Manager,
Job Profile	<ul style="list-style-type: none"><li>• Bank Reconciliation</li><li>• Ledger Scrutiny for Account settlement.</li><li>• Calculation &amp; Payment of Service Tax, TDS etc.</li><li>• Maintained for all accounts record.</li><li>• Auditors requirement</li><li>• 26AS tally with our ledger.</li><li>• Sales and Purchase transaction management.</li><li>• Net Banking Transaction for utility, vendor &amp; Tax payments.</li><li>• All expenses book in tally.</li><li>• Work exposure on EPF Compliance.</li><li>• Monthly Employee Salary Management.</li><li>• Handling Petty Cash for Head &amp; Branch office.</li><li>• Following payment of various clients</li><li>• Quarterly TDS , Return Filling.</li><li>• Assisting Sr. Accountant for Employee Income Computation &amp; Preparation of Form 16 in due course.</li><li>• Assisting Sr. Accountant in Tax scrutiny process.</li><li>• Assisting Sr. Accountant in preparation of MIS reports.</li></ul>

Organization	GRIP TECHNOLOGIES PVT LTD.
Designation	J.R. ACCOUNTANT
Duration	JULY,2011 To DEC,2014
Reporting to	Accounts Manager,
Job Profile	<ul style="list-style-type: none"> <li>• Bank Accounts Reconciliation</li> <li>• Knowledge of Service tax.</li> <li>• Keep track of petty cash accounts Tally with diff Gym and Office.</li> <li>• Coordinated in all aspects of monthly closings and financial reporting</li> <li>• Co-coordinating with the functional heads at HO &amp; Branches &amp; Gyms</li> <li>• Prepare of pending Report day to day.</li> <li>• E-TDS Filing and issue TDS Certificate form 16A and 16.</li> <li>• Email for Collection Report for head of department.</li> <li>• Maintained for all accounts record.</li> <li>• Internal company tally with ledger.</li> <li>• Preparation of cheque, payment for Vendor.</li> <li>• Reconciliation for Vendor and our ledger account.</li> <li>• Auditors requirement</li> <li>• 26as tally with our ledger.</li> <li>• Sales and Purchase Transaction</li> <li>• Preparation of credit and debit note.</li> <li>• Following payment of various Vendor.</li> <li>• Issue of Management consultancy bills for various gyms.</li> <li>• Export invoice Making in Tally</li> <li>• Preparing Sales Order.</li> <li>•</li> </ul>

Organization	<b>Konark Herbal and Health care , ( Group of Konark)</b>
Designation	<b>ACCOUNTANT ASSISTANT</b>
Duration	<b>Jan,2009 To June,2011</b>
Reporting to	<b>Accounts Manager,</b>
Job Profile	<ul style="list-style-type: none"> <li>• Bank Accounts Reconciliation</li> <li>• Monthly Visit to Factory for Accounts and Inventory Control</li> <li>• Control with debtors &amp; creditors (Local)</li> <li>• Keep track of petty cash accounts Tally with factory.</li> <li>• Coordinated in all aspects of monthly closings and financial reporting</li> <li>• Co-coordinating with the functional heads at HO &amp; Branches&amp; Factories</li> <li>• Inward Reconciliation</li> <li>• Knowledge of TDS and Vat Tax.</li> <li>• Email for salesman for outstanding Collection</li> <li>• C' Form Given to the Party for purchase of raw material</li> <li>• Maintained for all accounts record.</li> <li>• Internal company tally with ledger.</li> <li>• Preparation of cheque payment for party.</li> <li>• Reconciliation for party and our ledger account.</li> <li>• Calculation for G.TA. For Service Tax (goods transport agency)</li> <li>• Auditors requirement.</li> <li>• Data Entry for Purchase and sales.</li> </ul>
Organization	<b>B.Devraj&amp; Company (C.A. FIRM) MUMBAI.</b>
Designation	<b>Accounts Assistant</b>
Duration	<b>Jan-2005 to Dec-2008</b>
Reporting to	<b>C.A.</b>
	<ul style="list-style-type: none"> <li>• Bank Reconciliation</li> <li>• Correspondence with debtors for dues.</li> <li>• Maintained for accounts day to day cash transaction.</li> <li>• Knowledge for Service tax &amp; Sales tax matter,</li> <li>• Responsible for monthly accounting processes, journal entries</li> </ul>

	<ul style="list-style-type: none"> <li>• Typing Speed for 40 w.p.m.</li> <li>• Entry for tax invoice bill for purchase</li> <li>• Entry for sale bill day to day</li> <li>• Scrutinization for account</li> <li>• Summary for vat tax.</li> </ul>
--	---

### **Personal Details**

Date Of Birth	30 May, 1983
Sex	Male
Marital Status	Married
Language Known	English, Hindi, Marathi
Nationality	Indian

My Current Salary Rs-18000/- P.M. and Expected Salary Rs-22,000/-P.M.

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Thanking You.

**Place: Mumbai.**

**RAMNATH R. YADAV**