

Ravi Shankar Maurya

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ES 2/227 Sector-F Jankipuram Lucknow

Uttar Pradesh-226021

OBJECTIVES : -

To Seek a highly challenging environment to play an administrative role in the field of account, finance & Management to contribute my expertise and knowledge and enhance the skill for the growth of the organization and to work for innovation.

CAREER SUMMARY : -

- MBA -Finance with 8 years experience in the field of accounts & finance.
- Corporate and Financial planning initiatives in Commercial Operation.
- Accounts & Finance, Banking, Auditing & Taxation and MIS.
- Good relationship management & negotiation skills in liaising with Banks.
- Well versed with Farvision Erp (Real Estate) ,Tally and MS-Office.
- Strong analytical skills

PROFESSIONAL EXPERIENCE

K.S.M. Bashir Mohammad & Sons ., (2015 to Till date)

The Firm is an established player in Govt. Infra Projects having a turnover of more than 80crore in the last financial year is also engaged in developing a mega township project in JV with M/s Shalimar Corp Ltd. (A well known name in Real Estate and Infra Development in UP also having good presence in some other geographies) and values of the project 500cr and 73acre township.

Industry: Construction, Engineering and Real estate

Designation: Sr.Account Executive (Accounting & Finance)

Key Responsibilities:-

- Looking day to day Accounting affairs, Responsible for Vendor, Contractor and debtor's accounts and their reconciliation.
- Preparation & Checking of monthly deposit of TDS and GST.
- Compliances related to renewal of Fund & non fund based Limit.
- All other operational activities related to finance and accounts.
- Periodic reconciliation of Sales Revenue and Expenses .
- Review of Expenses, Revenue and JV Partner's Investment in the Project.
- Looking into the matter of obtaining financial assistance in form of construction finance for J.V Project.

Aditi Infrabuild & Services Limited.,(2012 to 2015)

“Account Executive”

Key Responsibilities:-

- ✓ Account Receivable, Account Payable and Bank Reconciliation.
- ✓ Cash book ,Vat, TDS, CST & Excise.
- ✓ Imprest Account.

Vidya Spun Pipes (P.) Ltd., (2010 to 2011)

“Account Executive”

Key Responsibilities:-

- ✓ Preparation of sales invoices, Vendor reconciliation and Account Payable.
- ✓ Bank Reconciliation, Cash book, and All vouchers.
- ✓ Imprest Account.

Professional Qualification:

- **MBA (Finance)** from Vinayaka Mission University (Salem, Tamilnadu) in 2010.

Academic Record:

- **B.com (Accounts)**from V.B.S. University (Jaunpur, Uttar Pradesh) in 2007.
- **12th (Commerce)** from S. I. B. S. N. Inter College(U.P. Board) in 2004.
- **10th (Commerce)** from S. I. B. S. N. Inter College(U.P. Board) in 2002 .

AWARDS & ACHIEVEMENTS: -

- National Cadets Course (“B” Certificate NCC).
- Won Pole vault in District level (2002).

IT Credentials

Operating System : Windows - 95, 98, 2000, Windows Xp & Windows 2007.

MS Word Package : MS-Word, MS- Excel & MS-Powerpoint.

Accounting Package : Farvision Erp and Tally Erp 9.

Personal Vitae

Date of Birth : 25-12-86

Marital Status : Married

Father's name : Shri Phagu Ram Maurya

Language Known : Hindi and English

Hobbies : Playing Cricket & Listening music

Strength : Discipline, dedication & Punctual

Place:

Ravi Shankar Maurya

Date :