

CURRICULUM VITAE

Vivek Singh Rathore

✉ - vivek.gril11@gmail.com

☎ : - +91 9109190514, 93582 93872



PROFILE SUMMARY

Accountant with 5.6 years of experience in Construction industry possesses multiple skills covering many financial areas such Accounting receivable, Accounting Payable, Finalization of Accounts, Financial statement, Budgeting, Billing, Cash flow management and Reconciliation.

Academic Qualification

Qualification	Institute/Board	Year
1- MBA (Finance)	Punjab Technical University Jalandhar	2010-2012
2- B. Com	MJP Rohilkhand University, Bareilly	2007-2010
3- Intermediate	CBSE Board	2007
4- High School	CBSE Board	2005

PROFESSIONAL QUALIFICATION

- ❖ Course in Industrial Accountant from Institute of Computer Accountant, Rampur (U.P)
- ❖ Course in SAP (FI/CO) from SKY InfoTech Pvt. Ltd. Noida.

ACCOUNTING SOFTWARE

- ❖ FICO.
- ❖ Tally- 9.0, ERP.

ACCOUNTING SKILLS

- ❖ Accounting Management
- ❖ Billing & Budgeting
- ❖ Cash flow Management
- ❖ Finalization of Accounts

EXPERIENCE

- Organization** : ASC Infratech Pvt Ltd.
Post : Site Accountant
Duration : From Nov16-Present.
Client : Ashoka Buildcon Ltd.
Project : Design, Finance and Built Flyover at Rajnandgaon (C.G)

Roles & Responsibilities:

- Responsible for Vendor Billing, including all applicable backup documentation in accordance with standard procedures.
- Handling Petty cash, Vouchers and maintaining book of accounts.
- Preparation of Cash Book, Debit Note and Reconciliation Statement pertaining to Bank & H.O.
- Making of Purchase order/ Sells order.
- Preparation of Fund Budget for monthly requirement.

- f. Preparing Vouchers for all Payments and Receipts in ERP.
- g. Prepare of all statutory documents as per contract.
- h. Making local purchase & other management related works as required.
- i. Manage vendor payments & employee payments.
- j. Interact with Clients for the payments and settlement of receivable.
- k. To coordinate with site & H.O for payment & Procurement.

2. Organization : Maccaferri Environmental Solutions Pvt Ltd.

Post : Project Accountant

Duration : From Nov13-Oct-16.

Client : Tata Housing Development Company Ltd.

A. Project : External Development Works & Soil Stabilization Works at Promont Hill Top Pvt. Ltd. Bangalore.

Post : Project Accountant

Duration : From Nov14-Present.

Client : IL&FS Transportation Network Limited

B. Project : Slope Protection & Soil Stabilization Works at Four Laning of Kiratpur Ner-Chowk Section of NH-21 in the state of Punjab and Himachal Pradesh.

Roles & Responsibilities:

- a. Subcontractor Billing
- b. Handling Petty cash, Vouchers and maintaining book of accounts.
- c. Preparation of Exp. Schedules.
- d. Preparation of Fund Budget for monthly requirement.
keeping records of stores (inflow and out flow)
- e. Assist in preparation of budgets.
- f. Preparing Vouchers for all Payments and Receipts in ERP.
- g. Prepare of all statutory documents as per contract.
- h. Responsible for Accounts and Material Reconciliation.
- i. Prepare MIS, Material inward & outward report.
- j. Receive, distribute and maintain adequate quantities of material.
- k. Manage vendor payments & employee payments.
- l. Interact with Clients for the payments and settlement of receivable.
- m. To coordinate with site & H.O for payment & Procurement.

3. Organization : G R Infraprojects Ltd.

Post : Billing Assistant

Duration : From July11-Oct13.

Project : Four laning of Moradabad-Bareilly section of NH-24.

Client : IL&FS Transportation Network Limited

Roles & Responsibilities:

- a. To posting of Petty-Contractor bills, Labor Contractors bills & work orders.
- b. To regular Follow-up outstanding & reconciliation of material.
- c. Prepare wages statement and disbursed payment to laborers.
- d. Responsible for basic documentation, bills, work orders & letters.
- e. Prepare financial progress reports & chart.
- f. Assist with monthly projection and budgeting.

PERSONAL DETAILS

- ❖ Date of Birth : 28th Jan1990
- ❖ Sex : Male
- ❖ Marital status : Single
- ❖ Nationality: : Indian
- ❖ Languages known : English, Hindi.
- ❖ Father's Name : Shri Devki Nandan Singh
- ❖ Permanent address : 82, Krishna colony, station Road2, Civil lines Rampur (U.P)
- ❖ Present address : Main market, opp Bus stand, Bilaspur (H.P)
- ❖ Passport No. : M7213273
- ❖ Current CTC : INR 280,000+ Accm+ Food+ Mobile+ Conv

DECLARATION

All the information provided by me above is true & correct as per my knowledge and belief.

Date:

Place:

(VIVEK SINGH RATHORE)