**Mr. AJAY RAWAT**

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Phone: 7838141154

**Career Objective**

Seeking a position in a challenging environment which provides an opportunity to learn, grow, enhance my skills while realizing my potential and making a significant contribution to the organization.

**Educational Qualification**

**Professional qualifications:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institute** | **Year of Passing** | **Percentage** |
| CS Professional 3rdGroup | ICSI | 2020 | 53.00% |
| CS Professional 2nd Group | ICSI | 2018 | 56.00% |
| CS Professional 1stGroup | ICSI | 2019 | 53.00% |
| CS Executive 2ndGroup | ICSI | 2014 | 52.34% |
| CS Executive 1st Group | ICSI | 2013 | 52.67% |
| CS Foundation | ISCI | 2012 | 57.25% |

**Academic Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Board/University** | **Year** | **Percentage** |
| M.COM | IGNOU | Pursuing | - |
| B.COM | Delhi University | 2014 | 55.00% |
| 12th | Central Board of  Secondary Education | 2011 | 71.60% |
| 10th | Central Board of  Secondary Education | 2009 | 70.20% |

**WORK EXPERIENCE**

1. **Accenture Solutions Private Limited.(JAN,2019 – JUNE,2019)**

**(Transaction Processing New Associate)**

**Key Responsibilities as Process Associate:**

* Preparation of weekly journals to recharge fuel costs from the business units consuming fuel from Linehaul and Equipment and posting the same in GL.
* Preparation of intercompany journals, verifying the vehicle with asset register tool and ensuring the correct booking of fuel cost in the BU GL.
* Preparation of linehaulftc file and submitting it in the Envizi tool. Preparing bar chart to represent the trend analysis of the ftc claim for last one year and communicate the over or under claim of ftc, if any, to business.
* Preparing and posting of various journal entries during month end.
* Ensuring proper accounting of general ledger transactions and preparing monthly general ledger manual reconciliations for various nature of accounts namely- AP, AR, Payroll, Retained Earnings, Ftc etc.
* Direct interaction with clients on weekly/monthly basis and resolving challenges, if any.

1. **Dr Willmar Schwabe India Private Limited.(JUNE,2019 - Till Date)**

**(Management Trainee)**

**Key Responsibilities asManagement Trainee:**

* + Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
  + Maintains accounting controls by preparing and recommending policies and procedures.
  + Substantiates financial transactions by auditing documents.
  + Reconciles financial discrepancies by collecting and analyzing account information.
  + Maintains financial security by following internal controls.
  + Collect cost information and maintain an expenses database.
  + Prepares asset, liability, and capital account entries by compiling and analyzing account information.
  + Construct data accumulation systems.
  + Determine fixed costs (e.g. salaries, rent and insurance).
  + Plan and record variable costs (e.g. purchases of raw material and operations costs).
  + Review standard and actual costs for inaccuracies.
  + Prepare budgeting reports (for the company and for each department).
  + Analyze and report profit margins.
  + Prepare (monthly, quarterly and annual) cost forecasts.
  + Assisting in month-end and year-end closing.
  + Assisted in preparation of theAGM.
  + Assisted in preparation of the Annual Report of the Company includes,Notice andAgenda,Directors’Report,MDARetc.
  + Liaison with Printer &RTA and arrange to dispatch of AnnualReport.
  + Preparation & filing of Annual Return andFinancials.
  + Preparation of minutes of Annual GeneralMeeting.
* Maintenance of all StatutoryRegisters.
* Creation, Modification & Satisfaction ofCharges.
* Preparation & filing of various e- forms on MCAPortal.
* DraftingofvariousrepliestoMCAwithrespecttodaytoday correspondence.
* Transfer /Transmission of Shares & issuance of ShareCertificate.
* CompliancerelatedtoAppointment& ResignationofStatutoryAuditor, Secretarial Auditor, Cost Auditor, andKMPs.
* Licensing withROC and various Govt.Authorities.
* Pledging of Demat shares with Banks /FinancialInstitutions.

**Computer Proficiency**

* Microsoft Office including MS Word, MSExcel.
* Well versed with website / user portal of MCA,SEBI.

**Strength**

* Self motivated, Punctual.
* Ability to work underPressure.
* GoodCommunicationSkillswithawillingnesstolearnandquicklyadoptnew Environment
* Diligent and sincere towardswork.

**Personal Profile**

* Father'sname :- Mr. Bhim Singh Rawat
* Language Proficiency :- Hindi andEnglish
* DateofBirth :- 16/09/1993
* Interest :- Travelling NaturalPlaces
* PermanentAddress :- House No. – 58, Sector – 10/C Vasundhara, Ghaziabad, U.P.

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