

MOHAN SINGH RAWAT

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PROFILE SUMMARY

- A competent and result oriented person with a practical training of 6 years in the field of accounting taxation etc.
- Proactive attitude, capable of thinking in and out of the box generating new business solutions and ideas.

AREA OF EXPOSURE

Accounts Payable Process & Management	Invoice/Expenses Reports/Payment transaction
Accounting, Book Keeping& Balance Sheet finalizing	Bank Reconciliation
Cash Flow Statement	Journal Entries & Journal Ledger
VAT Return, GST Return, Annual Return	MIS Reporting
Prepare Salary Sheet	Technical Work

PROFESSIONAL OBJECTIVES

- To deliver the expectation of the organization by contributing towards the achievement of organization objective.
- To secure a responsible career opportunity, where I can utilize my training and management skills, while making a significant contribution to the success of my organization.

CAREER SKETCH

Since Oct'2018 to Feb'2020:TITIKSHA INDIA (DWARKA) Accounts Executives.

- Day to day accounting, Book keeping, Bank/Party Accounts Reconciliation, Cash/Float Account and Preparation of Final Accounts.
- Preparation of Cash Flow statements and designing other reports as per requirements in excel.
- Preparation of Quarterly & Monthly GST Returns filing and monthly GST deposit before due date.
- Reconciliation of Stocks & All expenses with their Bills.
- Calculation of ESI & EPF and make salary sheet on monthly basis.
- Doing other technical work related to companies need like apply for labor license & BOCW.
- Handling petty Cash Book and other expenses of company.

- Communicate with supervisors and site in charge and take status of work on daily basis.
- Closing of Books and ensuring payments are made to the vendors on time with no duplicate payments.
- Reconciliation of Sundry Debtors, Sundry Creditors, unsecured & secured Loans.

Since Jan'2014 to Sept'2018: DINESH SUDARSHAN JAIN & CO. (**CHARTERED ACCOUNTANT**) NEW DELHI: **Accountant Assistant.**

- Day to day accounts, Book keeping, Bank/Party Accounts Reconciliation, Cash/Float Account and Preparation of Final Accounts.
- Preparation of TDS Certificate and Quarterly Returns Filing.
- Preparation of Cash Flow statements and designing other reports as per requirements in excel.
- Preparation of Quarterly VAT Returns filing and monthly VAT deposit before due date.
- Preparation of Quarterly & Monthly GST Returns filing and monthly GST deposit before due date.
- Reconciliation of Stocks & All expenses with their Bills.
- Closing of Books and ensuring payments are made to the vendors on time with no duplicate payments.
- Reconciliation of Sundry Debtors, Sundry Creditors, unsecured & secured Loans. Stock Reconciliation as Per FIFO basis And Their Bills.

Since July'2020 to Till: ARORA RAHUL & COMPANY (**CHARTERED ACCOUNTANT**) NEW DELHI: **Accountant Executive.**

- Day to day accounts, Book keeping, Bank/Party Accounts Reconciliation, Cash/Float Account and Preparation of Final Accounts.
- Preparation of TDS/TCS Quarterly Returns Filing.
- Preparation of Cash Flow statements and designing other reports as per requirements in excel.
- Filing of Monthly & Quarterly GST Returns and monthly GST deposit before due date.
- Filing of Annual Return (GSTR-9).
- Reconciliation of Stocks & All expenses with their Bills.
- Closing of Books and ensuring payments are made to the vendors on time with no duplicate payments.
- Reconciliation of Sundry Debtors, Sundry Creditors, unsecured & secured Loans. Stock Reconciliation as Per FIFO basis And Their Bills.

EDUCATION

- 12th 2012 CBSE
- B.Com 2016 Delhi University

COMPUTER SKILL& KNOWLEDGE

- Knowledge and Work in Tally ERP-9 & Busy 17.
- Knowledge of MS - Office.
- Knowledge of TDS Preparation of Financial Statement.
- Good Knowledge of VAT, CST, GST and all type of Forms Related Sale & Purchase

HOBBIES

- Playing and Watching Cricket.
- Listening music's & Travelling and Tracking.
- Reading Books Etc.

PERSONAL MINUTIAE

- Father Name : Sh. Prem Singh Rawat
- Date of Birth : September 23rd 1994
- Marital Status : Unmarried
- Languages Known : Hindi, English

EXPERIENCE DETAILS

- Previous Company : Titiksha India Since October 2018 to February 2020 (25000/-)
- Previous Company : 4 years in CA firm (Dinesh Sudarshan Jain & co) (18000/-)
- Current Company : Arora Rahul & Company since July 2020 To till Date.
- Current Salary : 24000/- (P.M)

I hereby declare that the above written particulars are true to best of my knowledge and brief.

Date:

Place: New Delhi

(Mohan Singh Rawat).