

Ranjan Singh

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Having 9+ Years' Experience in handling problems in the area of Overseeing books of accounts, Receivables, Payables, Capitalization of Fixed Assets, Foreign remittance, Journal Ledger, Ledger reconciliation, Bank reconciliation, Branch accounts, GST filling Data preparation, financial statements, cash flow statements, Budgeting & conducting analysis on monthly basis, Accounting & Valuation of Fixed Asset, Valuation & consumption of Inventory, Statutory Auditor & Internal Auditor, sale& purchase bill analysis with item wise, Sales Scheme and discount finalization.

Work Experience

Account Executive

Kisco Casting (India) Ltd

December 2019 to Present

The Company is engaged in Manufacturing and casting & forging of Steel Bar roll etc.

Current Job Responsibilities: -

- Overseeing books of accounts, receivables, payables, Capitalization of Fixed Assets.
- Examining Journal Ledger, Ledger reconciliation, Bank reconciliation, Branch accounts, sundry debtors and sundry creditors Ledger.
- Monthly stock report making with physical stock
- Making GST return Data & resolve issued for mismatch entry.
- Bank Account, Credit Card, Creditor/Debtor party Ledger reconciliation on monthly basis.
- Closely monitor the inventory movement and maintain the database. Monitoring revenue and expenses.
- Responsible for monthly management reporting Analyzing variances and initiating corrective actions.
- Taking care of Statutory Complaisance i.e. GST, TDS, etc.
- Projected Balance sheet and profitability statement & monthly Stock Statement for Bank purpose.
- Filling the MSME grievance online for overdue payments As a PSU they are liable for interest.
- Co-ordination with bank regarding payment other transaction.
- Co-ordination with finance team regarding tally Data & resolve issued for mismatch entry.
- Co-ordination with purchase Dept. for stock inventory & stock warehouse.
- Making monthly outstanding sheet and follow-up payment terms & co-ordinate with Plant finance team.
- Co-ordination 15 person team regarding tally mismatched entry and other issues.
- Categories of stock item with co-ordination of purchase Dept.
- Co-ordination dispute or material rejection issues and settlement of payment.
- Co-ordination with sales team regarding overdue payment longstanding and follow-up payment.

Account Executive

A.S.Agency(A Subsidiary of Lovable Lingerie Ltd.) - Delhi, Delhi

April 2017 to November 2019

The Company is engaged in trading of multi-brand hosiery & other Garment of premium sector.

Current Job Responsibilities: -

- Overseeing books of accounts, receivables, payables, Capitalization of Fixed Assets.
- Co-ordination with creditor party payment, discount claim, Goods returns, short received.
- Making discount claim sheet against sale analysis and issued discounts voucher.
- Sale & purchase bill analysis with item wise, discount & rates wise
- Examining Journal Ledger, Ledger reconciliation, Bank reconciliation, Branch accounts, sundry debtors and sundry creditors Ledger.
- Monthly stock report making with physical stock
- Making GST return Data & resolve issued for mismatch entry.
- Sale & purchase entry with item wise with checking rate & discount.
- Bank Account, Credit Card, Creditor/Debtor party Ledger reconciliation on monthly basis.
- Closely monitor the inventory movement and maintain the database
- Responsible for monthly management reporting
- Monitoring revenue and expenses.
- Analyzing variances and initiating corrective actions.
- Taking care of Statutory Compliance i.e. GST, TDS, VAT, PF, ESIC etc.
- Maintaining petty cash.
- Projected Balance sheet and profitability statement & monthly Stock Statement for Bank purpose.

Sr.Executive-Accounts

Panima Educational Book Agency

April 2008 to April 2017

the company is renowned publisher & Distributors of educational & other books.

Job Responsibilities:

- Overseeing books of accounts, receivables, payables, Capitalization of Fixed Assets.
- Co-ordination with bank regarding foreign remittance & preparing documents.
- Making import document regarding clearing agent, checking import goods in respect of packing slip.
- Making details for bill of entry & submit bank.
- Examining Journal Ledger, Ledger reconciliation, Bank reconciliation, Branch accounts, sundry debtors and sundry creditors Ledger.

Account Executive

Sharad Advertising Pvt. Ltd

February 2007 to April 2008

Company Name: Sharad Advertising Pvt. Ltd.

Account Executive

Sharad Advertising Pvt. Ltd - Delhi, Delhi

February 2007 to April 2008

Job Responsibilities:

- Preparing as well maintaining statutory books of Accounts & reconciliation of financial statements in compliance with norms.
- Examining Journal Ledger, Ledger reconciliation, Bank reconciliation, Branch accounts, sundry debtors and sundry creditors Ledger.
- Ensuring that all payments are made to suppliers within the stipulated time frame and managing accounts payable within the pre-set parameters.

- Generating monthly close of financial statements, cash flow statements, Budgeting, & conducting analysis on monthly basis.
- Preparing and following up of receivables, conducting ageing analysis with an aim to keep receivables under controls.

Education

B. Com.

J.P. University - Chhapra, Bihar
2006

Skills / IT Skills

- Tally, Busy, Microsoft Office. AREAS OF INTEREST:
- To work on various Operating Systems.
- Working on internet.
- Learning and implementing upcoming technology for company's development.