

## **RAVI KUMAR**

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Address - H.NO.2632/16 Sangam Vihar  
NEW DELHI-110062

### **CAREER OBJECTIVE**

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and almost endeavors in the task entrusted to me.

### **ACADEMIC QUALIFICATION**

10<sup>th</sup> passed from C.B.S.E Delhi Board.  
12<sup>th</sup> passed from C.B.S.E Delhi Board.  
B.com passed from Shaheed Bhagat Singh (E) College Delhi University.

### **PROFESSIONAL QUALIFICATION**

#### **KNOWLEDGE OF COMPUTER**

Tally : 9.0 & Busy 3.0

Microsoft office & Microsoft excel.

Internet knowledge

Diploma in computer accountants from “The institute of computer accountants”

### **Experience: -More than 7 Year 6 Months of Working Experience**

- Work for Cyber Green Rent A car Pvt. Ltd. Gurgaon from 01-Sep -2013 to 31-Jan-2015.
- Huawei Telecommunication Gurgaon from 01-Feb-2015 to 01-May-16.
- Work for Gurgaon Valley School at Gurgaon from 10-May-2016 to 1-Oct-2018.
- Working for Rajyog International Pvt Ltd site Gurgaon for 04-Oct-2018 to 25-Feb-2020.
- Working for R.K. Services Pvt. Ltd site Reliance, Gurgaon for 1-March-2020 to 05-May-2021.

#### **➤ JOB PROFILE:- In R.K Service**

- Monthly billing of Rent, Maintenance and electricity for Vendors
- Processing of all vendor bills & and the payments.
- Preparation & filling of TDS Return \*(Quarterly )
- Preparation & filling GST Return (Monthly)
- Issue of TDS certificate to vendors
- Bank Reconciliation ( Monthly )
- Prepare Salary Breakup for employees.

**JOB PROFILE:- In Rajyog International Pvt Ltd.**

- Processing of all vendor bills & and the payments.
- Preparation & filling of TDS Return \*(Quarterly )
- Preparation & filling GST Return (Monthly)
- Issue of TDS certificate to vendors
- Bank Reconciliation ( Monthly )
- Prepare Salary Breakup for employees.

**JOB PROFILE:- In Huawei Telecommunication**

- Acceptance & Receiving PO order.
- Transport Admin.
- Processing of all vendor bills & the payments.
- Invoice Processing And Submit to Finance.

**KEY SKILLS AND ATTRIBUTES**

Good communication and interpersonal skills.  
Hard work Enthusiastic and Honest.  
Punctual.

**HOBBIES**

Interacting with people.  
Enjoying and learning everything in any condition.

**PERSONAL DETAILS**

Date of Birth	:	18 <sup>th</sup> July 1990
Sex	:	Male
Father's name	:	Mr. INDER JEET
Marital Status	:	Married
Language Known	:	Hindi & English

Date:

Name: RAVI KUMAR