

## **CURRICULUM VITAE**

### **KARAN SINGH YADAV**

**Senior Executive**

**Accounts & Finance Department**

**Prateek Realtors India Pvt. Limited**

**(Formally Known PRATEEK GROUP)**

**A-42, Sector-67, Noida, Uttar Pradesh**

**INDIA-201301**

**Mobile No: +91- 9560266105 & +91- 9958609940**

**Email: karansinghyadav0001@gmail.com**

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### **CAREER OBJECTIVE:**

To explore my skills in Accounts & Finance for Development of Organization & Myself. Looking for an opportunity to synergies my ability and efforts with the demanding performance standard of the company and contribute towards achieving its goal and objectives.

**TOTAL EXPERIENCE: More than 7(Seven) Yrs. Experience in Accounts & Finance of Corporate Sectors.**

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Currently working with **Prateek Realtors India Pvt. Ltd – (Real Estate Company)** in **Accounts & Finance** as a “**Senior Executive**” in **Noida, Uttar Pradesh, India** from **July 2012 to till date**.

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**To know more about the Company Visit At [www. prateekgroup.com](http://www.prateekgroup.com)**

### **JOB PROFILE & KEY RESPONSIBILITIES:**

- Review & finalization of Suppliers / Contractors bills and Utility Invoices process for payment.
- Providing relevant, timely and accurate data for accounts finalization.
- Submission of daily/weekly/monthly financial reports for management review.
- Prepare and process periodic reports on Weekly, Monthly basis.
- Conducting & implementing the internal control audits for compliance.
- Bank, Cash & party Reconciliation.
- Prepare Weekly & Monthly reports of Fixed Assets physical verification.
- Debtor's collection update in data base.
- Prepare outstanding sheet of Debtors.
- Prepare No Objection Certificate of Debtors.
- Late payment & interest calculation of Debtors.
- Registry document handover to Bank for Mortgage.
- Manage all accounts files as per required.
- Prepare of builder handing over agreement.
- Bounce cheque updating of Debtors.

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## **Worked as an Accountant since September 2010 – June 2012.**

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Employer : **GAURSONS PROMOTERS PRIVATE LIMITED.**  
Type of Company : **Real Estate Company**  
Department : **Sales Accounting**  
Skills : **Accounts, Finance, Taxation & Auditing**

***To know more about the Company Visit At [www.gaursonsindia.com](http://www.gaursonsindia.com)***

### **JOB PROFILE & KEY RESPONSIBILITIES:**

- **Project Accounting** - Application, Booking, Welcome letter, Allotment letter, Demand letter, Interest Calculation, Cancellation & Refund Process of Residential & Commercial Flats & Shops.
- **General Accounting:** - Daily Voucher preparing and Entries, Co-ordination with Debtors regarding Payments, Service Tax.

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## **Worked as a Trainee Accountant since July 2009 – August 2010.**

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Employer : **CA RAJEEV BHARGAVA & ASSOCIATES**  
Type of Company : **C.A. Firm**  
Department : **General Accounting**  
Skills : **Accounts, Finance, Taxation & Auditing**

### **JOB PROFILE & KEY RESPONSIBILITIES:**

- **General Accounting:** - Daily Voucher preparing, Entries and bookkeeping, Co-ordination with Debtors regarding Payments, Service Tax.
- Reconcile the Bank Accounts & Party Accounts.

### **EDUCATIONAL QUALIFICATION:**

- **M.B.A (Finance)** from **SIKKIM MANIPAL UNIVERSITY** in **2015**.
- **Post-Graduation M.Com** CCS University, Meerut in **2013**
- **Graduation B.A (Economics & English)** DDU University, Gorakhpur in **2009**.
- **12th** Passed U.P. Board Allahabad in **2006**
- **10th** Passed U.P. Board Allahabad in **2004**

### **CERTIFICATION COURSE:**

- **Fifteen months accounting course** from “**THE INSTITUTE OF COMPUTER ACCOUNTANTS**” from RDC RAJNAGAR, GHAZIABAD in **2011**”.

**COMPUTER PROFICIENCY:**

- MS Word, Excel, Power Point, Outlook Express
- Internet
- ERP Software
- Tally, Pay soft

**STRENGTH:**

- Learning Ability
- Positive Thinking
- Team Work

**PERSONAL DETAIL:**

Father's name	:	Mr. Subash Chandra Singh Yadav
Date of birth	:	01-July-1989
Permanent address	:	Vill- Jasui, Post- Bhatpar Rani, Distt- Deoria, Uttar Pradesh, India-274702
Marital status	:	Bachelor
Gender	:	Male
Nationality	:	Indian
Hobbies	:	Playing Cricket, Listening Music
Language Known	:	English, Hindi

**PASSPORT DETAIL:**

Passport No	:	P2659121
Date of Issue	:	20/07/2016
Place of Issue	:	Lucknow (India)
Date of Expiry	:	19/07/2026

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

**Place:**

**Karan Singh Yadav**

**Dated:**