



# Ravinder Rawat

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## Objective

*Experienced Accountant with 14+ years of experience in Accounting. Excellent reputation for resolving problems and improving customer satisfaction with possessing in-depth knowledge of accounting standards, principles and procedures. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. Looking for Job which gives me room for development and exploration of new technology and systems, also yield the twin benefits of job satisfaction and steady paced professional growth.*

## Work Experience

### General Accountant

**October 2023- Present**

#### **Decisive Zone-Dubai**

- Ensure daily reporting & accuracy of day end reports like BRS Daily report, AP daily report, Daily cash flow report, & other daily task reports.
- Ensuring all entries are done and reviewed on daily basis & monthly check list.
- Ensure daily transactions are recorded covering all types of payment.
- Responsible for AP daily report.
- Sales Invoices booking.
- Staff Advance Accounting of the Company.
- Preparation of reconciliations for all the bank accounts.
- Reconciliation of Debtors & Creditors
- Assisting Internal and statutory auditors and handling their audit observations effectively.

### Officer-Finance & Accounts

**April-2012 – April 2022**

#### **Dura-line Middle East LLC – Oman**

- Monthly Preparation of Financial Schedules related to responsibility areas, MIS reports, weekly cash report and reporting to Director.
- Preparing Budget or Forecast of the cost/expense on the basis of Historic data and recommended % for upcoming project.
- Working on the Variance analysis Budget vs Actual by trail check.
- Review P&L statement on monthly/quarterly basis, and share the observation accordingly.
- Preparation of monthly/quarterly/annually reconciliations and Department Balance analysis. Preparation of monthly/quarterly/annually reconciliations and Department Balance analysis.
- Responsible for preparation of Financial Statements on quarterly basis and submission of the same to AGM-Finance & Accounts.
- Daily reporting of receivables and payables for the Customers & Vendors.
- Daily Finance and Bank Position and reporting of the same to Senior Accounts Manager
- Preparation of Receivables and Payables ageing report.
- Preparation of Sale Invoices, Credit Notes & Debit notes.
- Preparation of reconciliations for all the bank accounts.
- Verification and responsible for accounting of Petty Cash Statements.
- Verification of the vendor Invoices and maintaining track record of the same for Manager.
- Handling the payments of the local vendors of S. of Oman.
- Reconciliation of Debtors & Creditors.

- *Responsible for Travel Accounting for the Organization.*
- *Staff Advance Accounting of the Company.*
- *Debtors follow up.*
- *Assisting Internal and statutory auditors and handling their audit observations effectively.*
- *Monthly restatement of Forex transaction.*

## **Accountant**

**Dec-2008 – Mar-2012**

### **M.R Gupta & Co (P) Ltd**

- *Accounts: - Routine Journal, Preparation, Vendor Reconciliation, and Preparation of Cash Voucher, Journal Voucher. Maintaining Accounts Books.*
- *Sales Tax: - Preparation Sale Tax Return & List, Calculation of Vat Input & output Tax Adjustment, Maintain Declaration Forms, Collection forms from Department and Maintaining Proper Records.*
- *Banking: - Maintain Bank Balance day by day & Bank Reconciliation.*
- *Excise :- Preparation bills & maintained RG 23D & preparation Quarterly Excise Return.*
- *TDS:- Knowledge of Calculation of TDS.*

## **Education**

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- *10th from C.B.S.E Board in 2003.*
- *12th from C.B.S.E Board in 2005.*
- *Commerce Graduate from Bhartiya Shiksha Parishad in 2009.*

## **IT Skills**

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- *SAP ERP-R3, Zoho*
- *SAP Business 1*
- *Tally ERP Module,*
- *Busy Accounting Software,*
- *Well versed with MS Office*

## **Personal Details**

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- *Date Of Birth: 2nd August 1987*
- *Nationality: Indian*
- *Marital Status: Married*
- *Passport No.: K1107816*
- *Languages: English & Hindi*

**(Ravinder Rawat)**