

RESUME

T. BALCHANDRA RAO

CONTACT NO : 07879110765

E-MAIL ID : balarao25@gmail.com

OBJECTIVE: - To work an organization where my skill and potential could be fully utilized.

ACADEMIC QUALIFICATION

POST-GRADUATION : M.COM from Pt.Ravi Shankar Shukla
University, Raipur, In the Passing year 2006

GRADUATION : B.COM from Pt. Ravi Shankar Shukla
University, Raipur, In the Passing year 2004

H.S.S.C : C.G.Board in the passing year 2000 with IInd div.

S.S.C : M.P.Board in the passing year 1998 with IInd div.

COMPUTER QUALIFICATION

Window 98, 2000, Ms Word, Ms Excel, Tally professional (all version), Internet Surfing.

WORK EXPERIENCE

- 1. NAME OF THE COMPANY : SUYASH HOSPITAL**
KOTA (RAIPUR) CHHATTISGARH
: HOSPITAL SECTOR

DURATION : 05 FEBRUARY 2019 TO TILL DATE
- 2. NAME OF THE COMPANY : GOYAL MOTOCORP PRIVATE LIMITED**
(RAIGARH) CHHATTISGARH
: DEALER OF HYUNDAI VEHICLE

DURATION : 15 MARCH 2014 TO 31 JANUARY 2019
- 3. NAME OF THE COMPANY : KRISHNA BUILDCON PRIVATE LIMITED**
(RAIGARH) CHHATTISGARH
: STONE CRUSHER PLANT

DURATION : 05 JANUARY 2012 TO 28 FEBRUARY 2014
- 4. NAME OF INDUSTRY/FIRM : JAYA INDUSTRIES**
(BHILAI) CHHATTISGARH
**: COAL TRADING & BRIQUETTED COAL
MANUFACTURING UNIT**

DURATION : 01 FEBRUARY 2008 TO 31 DECEMBER 2011
- 5. NAME OF INDUSTRY/FIRM : BATRA DEEPAK & ASSOCIATES**
(BHILAI) CHHATTISGARH
: CHARTERED ACCOUNTANT

DURATION : 17 JANUARY 2006 TO 16 JANUARY 2008

JOB PROFILE :-

- Handling daily routine work like routine entry, preparation on bank reconciliation, cash book, Party (Dr/Cr) reconciliation,
- To prepare trial balance, comparative profit & loss account & balance sheet.
- To have internal as well as external audit of the books of accounts.
- All matter related to Income, Sale Tax Return and Service Tax Return.
- To prepare GSTR 1, GSTR 3B return, GSTR reconciliation & filling of the returns.
- To prepare E-TDS return & filling of the returns.
- All matter related to government e-payment/ challan.

PERSONAL PROFILE

NAME : T. BALCHANDRA RAO

FATER NAME : SHRI T. MADHAVA RAO

MOTHER'S NAME : SMT T. ESHWARI RAO

DATE OF BIRTH : 26 SEPTEMBER 1983

**ADDRESS : PLOT NO 17, SECTOR 2, WORLD BANK
COLONY, BHILAI 3 CHARODA , DIST – DURG
CHHATTISGARH - 490001**

**NO. OF MEMBER : 2 BROTHERS (INCLUDING MYSELF), MOTHER
FATHER**

MATITUAL STATUS : MARRIED

Declaration : I do hereby, declare that the detail furnished is true & fair as per my knowledge & if any discrepancies found in my declaration I will be responsible for the same & if any action taken on behalf of me it will be acceptable my me.

Thanking you
Yours truly,

T.Balchandra Rao