

# Ravi Masih

MBA - HR & Finance, Senior Accountant

Krishna Vihar Colony Ghutiya  
Champa ( C.G)- 495671  
**9691195574**  
**ravimasih756@gmail.com**

## EXPERIENCE

### **Rarcpl construction site champa Br no 46 & Gatora 06(C.G.) — Senior Accountant and Store Keeper**

Jan 2021 - Present

- Material bills, labour, Transport & diesel bills etc.
- Preparing the salary sheet of employees.
- Handling all cash transactions on site.
- Managing Store.

### **AYUSHMAN HOSPITAL, RAJIM (C.G) — Senior Accountant**

May 2018 - Nov 2018

- Handling Accounts of Hospital, Lab and medical using Tally ERP9
- Preparing PF and ESI salary sheet of employees.
- Handling all the net banking Transactions of the Hospital.

### **V.K. TRADERS MACHINERY HARDWARE STORE, CHAMPA (C.G)— Accountant**

July 2016 - June 2018 (Part Time)

- Handling Accounts of Machinery Hardware Store.
- Using Busy ( Business Accounting Software) with GST.

### **BALAJI CRUSHER UDHYOG, CHAMPA (C.G) — Computer Billing Operator**

July 2009 - March 2018

- Preparing Stone chips, Diesel & petrol Bills using MS Excel.
- Preparing labour payment and Managing transportation of vehicles which carry stone chips .

## EDUCATION

### **CEC, BILASPUR(C.G) — MBA - HR & FINANCE**

JULY 2018 - PRESENT

### **GOVT. M.M.R COLLEGE , CHAMPA (C.G) — B.COM**

JULY 2015 - MARCH 2018

## PROJECTS/REPORT

### **Service Quality of Hdfc Bank — 2020**

### **Report on Recruitment in PIL Champa — 2019**

## SKILLS

- Tally ERP9
- Busy ( Business Accounting Software)
- MS Excel
- English & Hindi Typing
- Net banking

## VOCATIONAL TRAINING

Prakash Industries  
Ltd,champa — Vocational training under HR at PIL(on site) for 24 days.

Nice Tech Computer  
Education  
champa—Tally  
ERP9(2014-2015)

Nice Tech Computer  
Education  
champa—CCA (JULY  
2010-DEC 2010)

## LANGUAGES

Hindi & English