**Resume**

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| **RANVIR SINGH**  **Contact No. - +91-8437900021, 7809300078**  **E-mail id –**[**ranvir00145@gmail.com**](mailto:ranvir00145@gmail.com) |  |

**Job Objective:**To work towards achieving company goal with sincere dedication and ardor for building a career full of new challenges, growth and achievements.

**Professional Experience:**

* **Mahadeva Cars Pvt. Ltd., Raipur 11th Jan-2019 to Till Date**
* **New Distinct Service, Raipur 20thNov-2016 to 25th Jan-2019**
* **Param Steel Industries, Khanna(Pb.) 9thJun –2009 to 31stOct-2016**
* **MJR Steels Pvt. Ltd. , Mand Gobindgarh(Pb) 10th Aug-2004 to 8thJun-2009**
* **Aman Agro And Allied Industry, Khanna(Pb.) 1stMay-2002 to 23rdJul-2004**
* **Rajesh Sudhir & Co. (CA), Mandi Gobindgarh(Pb.) 7thJul 2000 to 1stMay-2002**
* Currently working with M/s Mahadeva Cars Pvt. Ltd., Authorized dealer for Chattisgarh of Renault India Pvt. Ltd. as Accounts Manager from 11th Jan-2019
* Worked with M/sNew Distinct Services, Raipur (CG),SP Vendor Reliance Jioas Account & Finance Manager from 20thNov-2016 to till date.
* Worked with M/s Param Steel Industries, Khanna (Pb.), Steel Industry, Manufacturer Of TMT BARS And Rounds, as Accounts Managaerfrom9th Jun-09 to 31st Oct-16.
* Worked with M/s MJR Steels Pvt. Ltd., Mandi Gobindgarh (Pb.)Importer and Trader MS Ingot, Billets and Sponge Iron, as Branch Accounts Head from 10**th**Aug-2004 to 8th Jun-2009.
* Worked with M/s Aman Agro And Allied Industry, Khanna (Pb.) Manufacturer of M S Bars, as Accounts Executive from1st May 2002 to 23rdJul-2004**.**
* Worked with M/s Rajesh Sudhir & Co., Chartered Accountants, under training&auditor assistant,form7th Jul 2000 to 1st May-2002.

**Job Profile in Mahadeva Cars Pvt. Ltd. , Raipur(CG)**

**ACCOUNTS MANAGER**

* Maintaining all Books Of accounts in Tally-ERP9 ,
* Reconciliation of daily bank balances
* Preparation and filing TDS,TCS and GST returns
* Finalizing of books of accounts
* Checking creditors bills and making payments in time
* Checking of Salary Sheet and disbursement of Salaries
* Reconciliation of TDS and GST
* Cross checking of ESIC & PF working
* Performing Monthly Stock Audits
* Reconciliation of all Branches

**Job Profile in New Distinct Service, Raipur(CG)**

**ACCOUNTS& FINANCE MANAGER**

* Preparation and submission of Invoices with finance department of Reliance Jio Infocom.
* Keeping and maintaining record of petty expenses CMP Vise.
* Processing and finalizing expenses of Cluster Incharges.
* Making and keeping record of various types of payments ie. Hired Vehicle Payments, Labour Room Rent and electric bills etc.
* Processing TDS and GST

**Job Profile in M/s Param Steel Industries ,Khanna(PB)**

**ACCOUNTS MANAGER**

* Maintaining all Books Of accounts ie. Ledger, Cashbook, Stock Registers, ESI and EPF, Bank Ledger and all mandatory books.
* Preparation of Invoices
* Maintaining all records for Central Excise
* Maintaining daily bank balance and keeping a bank ledger
* Preparation and furnishing all mandatory returns ie. TDS, VAT, Excise and Service Tax
* Finalizing of books of accounts
* Attempting proceeding and making assessments under VAT Act, Central Excise and Income Tax.

**Job Profile in MJR Steels Pvt. Ltd. , Mandi Gobindgarh(PB)**

**BRANCH ACCOUNTS HEAD**

* Maintaining all Books Of accounts ie. Ledger, Cashbook, Stock Registers, Bank Ledger and all mandatory books.
* Preparation of Invoices
* Maintaining all records for Central Excise
* Preparation and furnishing all mandatory returns ie. TDS, VAT, Excise and Service Tax
* Finalizing of books of accounts
* Attempting proceeding and making assessments under VAT Act, Central Excise and Income Tax.

**Job profile in M/s Aman Agro And Allied Industry,Khanna(PB)**

**ACCOUNTANTS EXECUTIVE**

* Preparation of Invoices
* Preparation and posting in books of various types of vouchers.
* Maintaining stock registers and excise registers.
* Making payments of petty expenses.
* Labour payment

**Job profile in Rajesh Sudhir & Co (Chartered Accountants)Mandi Gobindgarh(PB)**

**UNDER TRAINING**

* Assisting to auditor in Tax Audits
* Filling of TDS, Vat, Excise and Income Tax Returns.

**Educational Qualification**

* Graduation (Bcom) from Gobindgarh Public College, Mandi Gobindgarh (Pbi. University)
* 10+2 (Commerce) Govt. Sen. Sec. School (PSEB).
* Matric,Govt. Sen. Sec. School (PSEB).

**Personal Particulars:**

* Name : RANVIR SINGH
* Father’s Name : SH. DARBARA SINGH
* Date of Birth : 22-01-1981
* Gender : Male
* Marital : MARRIED
* National : INDIAN
* Language Known : ENGLISH & HINDI

**Family Back-Ground:**

* FATHER : LATE SH. DARBARA SINGH (FORMAN IN STEEL ROLLING MILLS)
* Mother : LATE SMT. GURMEET KAUR (HOUSE WIFE)
* WIFE : SMT. RAJINDER KAUR [ DLED TEACHER-RSPS DHARSIWA(CG) ]
* SON : JASKIRAN SINGH (STUDENT)
* DAUGHTER : HARMANPREET KAUR (STUDENT)

**Correspondence address** : H. NO. 208, REHA RESIDENCY

G.K. TOWNSHIP, BILASPUR ROAD.

VILL. SILTARA, RAIPUR (CG.)

Pin- 493111

**Permanent Address** : H. NO. 208, REHA RESIDENCY

G.K. TOWNSHIP, BILASPUR ROAD.

VILL. SILTARA, RAIPUR (CG.)

Pin- 493111

**ABOUT:**I have good command in MS Office (MS EXCEL/ MS WORDand POWER POINT) and can work in Tally ERP-9. Also have worked in spectrum to file TDS, TCS and INCOME TAX RETURNS. I can also work for ESIC & EPF. I have faced 2(two) times Income Tax Survey and 3(Three Times) Sales Tax Raids in my working carrier. I have good knowledge to meet with various types of assessments ie. Income Tax, Sales Tax, Central Excise and Labour Coat.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_ (RANVIR SINGH)