**Ajay Rawani**

**Present communication details**

House no 2181 Gali no 61 Badarpur Border New Delhi-Pin-110044

M-8882508830, 9999911940 & [ajayrawani@gmail.com](mailto:ajayrawani@gmail.com) , [linkedin.com/in/ajay-rawani](https://www.linkedin.com/in/ajay-rawani)



**Personal Profile:-**

# Position apply for:- Manager Accounts.

# Qualification:- M, Com

# Date of Birth: - 19-06-1983

Maritial Status Married

# Language: - Hindi/English

# Permanents Address: - Renukoot Sonebhadra (U.P)

Joining:- 15 Days

**J**ob Location:- Delhi Ncr

**Skills highlighted:**

[branch Accounting ,[Bank & Cash Reconciliation](https://www.naukri.com/bank-reconciliation-jobs) General Ledger Accounting (Receivable](https://www.naukri.com/account-receivable-jobs) & payable) Payroll A/c

Statuary A/c (TDS GST & income tax) Balance Sheet P& L & Trial balance account with Audit work, Excel Tools.

Accounting software:-Tally ERP 9 Oracle SAP & MS Office.

**Academic Skills:-**

## M.com passed with second div. from V.B.S. Purvanchal University Mirzapur (UP) in 2004.

## B.com passed with second div. from V.B.S. Purvanchal .University Obra (UP) in 2002.

## 12th Passed with second div. from U.P. Board Renukoot in 1999.

## 10th Passed with second div. from U.P. Board Renukoot in 1997.

**Work Experiences**

1-From Jan.2021 to till Date:- **“QGEBS Private Ltd-“ Noida—Assistant Manager Account.**

Company Profile – Service Provider group companies (Accounting Admin IT data analyst support )

**2-**From `Jan.2016 To Dec.2020:- **“Essel Infraprojects Ltd-“ Noida— Assistant Manager Projects Account.**

Company Profile – Company deal with**`** O & M and EPC Road & tolls Projects also MSW Transmission and Solar Projects..

**3-**From Nov.2011 to Dec.2015:- **“TPS Infrastructure Ltd.” -New Delhi - Sr. Accounts Executive**

Company Profile **-**TPS as a (Manufacturing Company) Mfg is MSW Equipment’s Road Sweeping &dust machine.

**4**-From July 2008 to 20-Nov.2011:- “**Super Parts Pvt. Ltd“ (Batra Group) Faridabad. - Executive Account.**

Company Profile**: -** -(SPPL)-Dealership Hyundai Car Sales and Service Centre and home applicences product

**5**-From Jun 2007 to July .2008:- **“Namita Textile Private Ltd” -New Delhi. - Office Assistant.**

**Overall Job responsibilities:-**

1-15th years work experience ’Accounts & finance ( Manufacture, Infrastructure Media ,Trading,& service indl )

2-prepare of cash & fund flow branch accounting and monthly reconciliation of (bank, Cash and vendors).

3-prepare of projects wise budgeting -planning costing and prepare books of acct. profit and loss and Balance sheet.

4 Prepare Mis reports monthly basis (reconciliation projection, salary structure Admin cost & travelling cost )

5 prepare statuary compliance (GST TDS, income tax) deposit, reconciliation..

6-Project wise accounting budgeting & capitalization reconciliation projects cost.

7-Vendors bills, cash bank & branch account reconciliation, monthly basis.

8-Prepare trail balance profit & loss financial statement of accounts at projects wise.

9-Handling of banking operation including treasury project wise funding investment of surplus fund.

10-Monthly review and prepare vendors payment interest salary and tax payment online and offline mode.

11- Inventory review raw material consumption analysis on quarterly basis..

12-Analyze business operations, trends, costs, revenues and expense. Financial reports..

13-Ability to handle critical situations and problems solving skills

Plase –Delhi NCR

Date::- ***AJAY RAWANI***