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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Curriculum vitae  Ramanand Surya  **Mob : 9818869409**  **Email : ramanand64@yahoo.com**  **Address: E-4/39, Shahbad Dairy, Delhi-110042**      CAREER OBJECTIVE   * **To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal.**   EDUCATIONAL QUALIFICATION   |  |  |  | | --- | --- | --- | | **Course** | **Board/University** | **Year of Passing** | | **MBA** | **SMU** | **2015** | | **B.Com** | **Delhi University** | **2011** |   TECHNICAL KNOWLEDGE   * **Basic knowledge of Compute** * **Diploma in Advance Financial** * **Advance excel**   WORK EXPERIENCE   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S. No | Name of Organization | Location | Period | Designation | | 1. | Impactt Offshore | Noida | Aug-22 to Jan-23 | Assistant Manager | | 2. | EXL Service.com Pvt Ltd | Sector-135, Noida | June-20 to working | AM- finance | | 3. | Institute of Driving & Traffic Research | Sarai Kale Khan Delhi | Feb 15 to Mar-18 | Finance Assistant | | 4 | GMNC Technologies Pvt Ltd | Rohini Sec -8 | Aug-11 to Feb-15 | Sales Executive | | |
| RESPONSIBLITIES     * **Handling GST and TDS Compliances.** * Preparation of US Corporate tax returns (Form1120, 1120S and 1065) * Preparation Individual tax returns(Form 1040)  |  | | --- | | * Month End Closing process | | * Standard & recurring J/Es (incl. accruals, prepaid, deferrals, leases) | | * Nonstandard J/Es (incl accruals, prepaid, deferrals) | | * Posting and documenting and tracking approvals | | * Recording volumes and finalizing SLAs | | * Initial P&L reviews (e.g. trend analyses) | | * Audit Support | | * Foreign Client handling  |  | | --- | | * Fixed assets, Deferred Revenue * Fixed assets, Deferred Revenue * Perform monthly Financial Statements analysis and reconciliation * Preparing Cash flow and Balance sheet finalization * Handling Accounts Receivable Ensuring timely recovery of dues and functions of Credit Control. * Review of Vendor aging report and provide approval to make payment. * Follow up with clients for the payment of Invoices/Overdue Invoices over calls/emails. * **Preparing financial documents such as invoices, bills, and accounts payable and receivable** * **Invoice processing, invoice verification, vendor creation, vendor payment and customer evaluation.** | |   KEY SKILLS   * **Tally prime, SAP, Quick book, bill.com, busy and Advance excel etc.**   MY STRENTH   * **Result oriented approach** * **Strong willpower** * **Time management** * **Self motivation**   PERSONAL INFORMATION   * D.O.B.               10th June, 1989 * Hobbies Playing game, Traveling * Status Married * Region Hindu * Age 33 years * Languages Hindi and English   **I hereby declare that all the information given above is true to the best of my knowledge**.  Place :  Date : (Ramanand Surya) | |