

**Ajay Kr. Rawani**

**Post Apply For……………………………………………………………………………………………….**

**Current Communication Addresh-**

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

M-8882508830, 9999911940 & Email- [ajayrawani@gmail.com](mailto:ajayrawani@gmail.com)

**Parmanent Communication Addresh-**

H.No-215 Hindalco colony Shivapark

Renukoot Sonebhabra Uttar Pradesh.Pin-231217

Mob-9936800259

**Skills highlights: -**

Post Graduate M. Com 17 Years Work Experiences daily routine account Fund Flow Bank Flow

Trail balance Audit and finalization reports and employees Reimbursement, Payroll.

Industries - Infrastructure, Retail, Manufacture, Media, MSW Solar Service.

Strong analytical and problem-solving skills.

Accounting Software: -Tally Prime, Oracle SAP & MS Office. Workflow Info-Man.& DMS.

**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 Renukoot U.P. Board in 1999.

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

**Work Experiences & Job Profile Co Profile:-**

**1-From May 2022 to till- “Lohia KIA- Motors”--Noida- Assistant Manager Account**

**Co-Profile- KIA Motors** Dealership company Car Sale Purchase and service center.

**Job- Profile**: -Prepare trial balance profit and loss statuary reports monthly basis

Daily Maintain day to day Bank & Cash balance according (RTO Insurance daily expense)

Cost in branch. and Car Probability MIS daily and weekly basis.

Stock verification monthly and quarterly basis

Liaising with auditors, tax consultants for Finalization of Accounts

Handle monthly, quarterly and annual closings

**2-From Jan .2021 to 30 May.22 – “QGEBS Pvt Limited”- Noida- Asst. Manager Account (R2R)**

**Co-Profile: - QGEBS** is a leading Domestic professional services company provide group level company.

**Job-Profile: -**Manage daily operations of the accounting department including, month and end-year process,

Accounts payable, cash receipts, general ledger and budgeting,

Working with the company’s accounts payable functions – maintaining invoice payment, ensuring accuracy and timeliness of payments with manage vendor contracts.

Perform day to day financial transactions, including verify, classify, accounts data

Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.

Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements

Facilitate payment of invoices due by Pending bills reminders contacting clients

Coordinate internal resources /vendors for the flawless execution of multiple projects.

Employees Travel reimbursement and imprest account clear monthly basis

**3-From Jan.2016 to Dec.2020 – “Essel Infrastructure Limited”- Noida- Projects Mgr. Accounts**

**Co-Profile**: - **Essel** is as leading infrastructure Road, highway, Solar, Transmission & Utilities EPC and O & M Co.

**Job-Profile: -**Day to Day Accounting, and forecast General Ledger, Payroll and Utilities, Cash and Bank Book.

Maintenance of ledgers, journals, accounts revenue depreciation, cost, property, operating projects expenses, etc.

Preparation & Calculation of TDS, GST Monthly & annual finalization of accounts.

Deal with internal auditors and reply to their queries on time.

Cross-check all the entries in the various accounting books and financial statements to identify any faults or errors

Employees Travel reimbursement and imprest account clear monthly basis

preparation of daily, monthly financial statement, MIS Report and yearly closings.

**4-From Nov.2011 to Dec.2015 - “TPS Infrastructure Limited”. -New Delhi- Sr. Accounts Exe.**

**Co-Profile**: - **TPS** is as leading projects infrastructure Road, highway and waste management EPC and O & M.

**Job Profile**: -Day-to-day accounting tasks, including data entry and documentation.

Contribute to the preparation of financial statements under the guidance of senior team members.

Maintain and reconcile general ledger, Bank Cash daily basis

Prepares Asset, liability, account entries with policies and procedures

Maintains accounting controls by preparing and recommending policies and procedures.

Reconciles financial discrepancies by collecting and analyzing account information.

Prepares payments by verifying documentation, and requesting disbursements.

**5- From July 2008 to 20-Nov.2011** – “**Baltic Hyundai-Faridabad. Accounts Executive**

**Co-Profile:- Hyundai Motors** Dealership company Car Sale Purchase and service center.

**Job-Profile:-** Handled invoice processing, expense reports, credit memos, and payment transactions.

Processed journal entries and assist with bank account and credit card reconciliations.

Ensured checks were accurate and signed by management before bank deposit/distribution.

Reconciled vendor statements and handled payment complaints or discrepancies.

Updated and maintained accounting software and Excel spreadsheets.

**6**- **From Jun 2007 to July .2008- “Namita Textile Pvt Ltd” -New Delhi. Accounts Assistant**

**Job Profile**:- Day to Day Accounts (Sale Purchase journal Entries and field work)

**Personal Profile: -**

Position applies for: - Accounts Manager

Prefer job location Delhi Ncr Himanchl Haryana, Bangalore, Mumbai

Qualification: - M.Com

Father’s Name: - Shri Raj Kishor Rawani

Mother’s Name: - Smt Malti Devi

Language: - - Hindi/English

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

Date of Birth: - 19-06-1983

Marital Status: - Married

Current Salary: - 48k

Expected Salary: - 52K

Place

Date - ***AJAY RAWANI***