**RESUME**

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| **RAVINDER**  ADD:- D-53 MASOODPUR  VASANT KUNJ  NEW DELHI-110070  **Mob.:** 9899139155    **E-mail:** - bansravi5@gmail.com |  |

**OBJECTIVE**

To work with an organization where my talent can be best utilized and where I can make maximum use of my skills for the growth of organization and myself.

**EDUCATION QUALIFICATION**

* Graduation B.com in 2010 from Delhi University.

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* Passed Intermediate in year 2007 from CBSE Delhi.
* Passed High School in year 2005 from CBSE Delhi.

**PROFESSIONAL QUALIFICATION AND EXPERIENCE**

* Working as senior Accountant in **IMPEX SERVICES INDIA PVT LTD (Freight Forwarding)** from Nov -**2021 to till date**.
* Working as an Accountant in **CLEARFAST AIR CARGO AGENCIES PVT LTD ( Custom House Agent)** from **May 2016 to Nov-2021** (5.5 years ).
* 1 years working experience in a **SEAPRIDE LOGISTICS (Custom House Agent)** as Accountant.
* Make Bank Position report on daily basis and Send report to management for fund rotation.
* Day to day entries in like Cash, Bank, sale, purchase, Journal, Payment, Receipts.
* Ledger Reconciliation on monthly and yearly basis with minimum time.
* Knowledge of Microsoft office- excels word and power point and make various report on excel like job costing, bill to bill payment etc.
* Knowledge of GST finalization like GSTR-1 and GSTR-3B and file return on GST portal.
* Knowledge of TDS and posting invoice as per applicability of TDS provisions
* Handle Creditor O/S, Payments Follow up’s & Reconciliation & reports as per credit days and make payment accordingly.
* Handle Debtor O/S, Payments Follow up’s & Reconciliation & reports as per credit days.
* Knowledge of Bank related work like processing of cheque /RTGS/NEFT and other banking activity

**Technical Skill**

* **Information Technology (Microsoft office- Advance word, Advance excel, Advance power point & tally)**
* **TALLY ERP 9** – From NIIT.
* **Logi-Sys and E-Freight Account software.**

**Personal Details**

Father Name : Mr. Satyapal

Date of Birth : 28-JUN-1988

Gender : Male

Nationality : Indian

Marital status : Married

Languages Known : Hindi, English

Hobbies : Play cricket & Spend time with family.

**Declaration**

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date: 13/05/2025