

Curriculum Vitae

Vivek Rana

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Objective

To Utilize my skills and knowledge with best of my efforts for ensuring personal and organization's growth.

Academic Education

- **MBA** from lovely professional university (31-Aug-2020)
- **BBA** from Govt. Degree College Baijnath (HPU shimla)(23-May-2018)
- 12th in from H.P. Board Dharamshala 2013
- 10th from H.P. Board Dharamshala 2010

Professional Experience :

Genex logisolutions Pvt Ltd & 4PL SCM TECHNOLOGIES Pvt Ltd:- (8-April-24 to 17-April-25)

Role:- Sr Executive (Account-Finance)

Job description & Responsibilities

- Handling Bank Reconciliation.
- Handling Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank entry
- Reconciliation Preparation of data **GST R1 & GSTR-2B GSTR-3B & TDS**
- Reconciliation in 26as **TDS**
- Handling Warehouse billing B2B & B2C.
- Reconciliation the transporters/vendors/customer
- Handling transporters/vendors cost booking.

Ocean king shipping services Pvt Ltd (01-Apr-2022 To 16-Apr-2024)

Role:- Executive (Account-Finance)

Job description & Responsibilities

- Bank Reconciliation.

- Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank Entry
- Well knowledge about day to day accounting work.
- Daily basis cash & bank book reconciliation.
- Debtors & creditors outstanding sheet prepare Reconciliation & ledger confirmation In year ending.
- Shipment wise import & Export Job profit and loss analysis.
- Shipping line cost & Transport cost & PDA container corporation of India cost booking and reconciliation.
- Remittance & form **15CA processing** .
- Reconciliation in 26as **TDS**.
- Reconciliation Preparation of data **GST R1 & GSTR-2B GSTR-3B**

Inext Logistics Supply Chain Pvt Ltd (2019Jan To 30-Mar-2022)

Role:- Executive (Account-Finance)

Job description & Responsibilities

- Handling Bank Reconciliation.
- Handling Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank entry
- Well knowledge about day to day accounting work.
- Handling Shipping line payment and DO payment process.
- Shipment wise import & Export Job profit and loss analysis.
- Handling Shipping line cost & Transport cost Booked & reconciliation
- Handling PDA container corporation of India cost booking and reconciliation.

Software skills

- Ms Office (Ms Word , Excel , Powerpoint , E-mailing)
- Tally ERP9
- Softlink logi-sys software.
- Cargo desk software

Training

- Training Of BBA in Accountants from CBITSS In Industrial Area Chandigarh.

Positive Skills

- Sincerity, Hard work, dedication, and easily survive in every kind of atmosphere.

Personal Details

Father's Name	Prakash Chand
Date Of Birth	23/4/1995
Languages Known	Hindi , English , Himachali
Hobbies	Playing Cricket and participating, involving in team events.

Declaration

I hereby declare that the above information and statement is true to my belief and knowledge.

Place: New Delhi

Date:

(VIVEK RANA)