*CURRICULAM VITAE*

# JYOTI RAM

***CAREER OBJECTIVE***

Results-driven Account Manager with 11 years of experience in managing client portfolios, driving revenue growth, and delivering tailored solutions. Seeking a challenging role to leverage my strategic thinking, relationship-building abilities, and industry knowledge to exceed client expectations and support company objectives.

***WORKING EXPERIENCE***

**Assistant Manager-Accounts & Finance 12/2020 to Currant**

**Gateway Distriparks Limited – Ludhiana (Punjab)**

* Oversee the entire accounts payable process, including invoice processing, payment disbursements, and vendor account reconciliation.
* Maintain and develop relationships with key vendors and ensure timely resolution of discrepancies or disputes.
* Ensure accurate coding of invoices in accordance with the company’s chart of accounts.
* Monitor AP aging reports and manage cash flow to ensure timely payments
* Prepare and analyze AP reports for management and auditors as needed
* Ensure timely and accurate filing of all GST returns (GSTR-1, GSTR-3B, GSTR-9, etc.)
* Manage GST reconciliations between books, returns, and GSTR-2B. Accepting the Invoice in IMS.
* Handle GST audits, assessments, and correspondence with tax authorities
* Maintain accurate documentation for audits and internal control.
* Monitor aging reports and follow up on overdue accounts to minimize bad debt
* Oversee accurate and timely invoicing and reconcile AR ledger accounts.
* Bank Reconciliation Statement

**Responsibility related with AR(Account Receivable) Senior Account Executive 07/2017 to 12/2020**

**Coatec India – Kurali (Punjab)**

* Prepare GST returns e.g. GSTR-3B, GSTR-1, ITC-04 and GST9A. Calculation of GST payments.
* Reconciliation of GSTR2A & Follow up if invoice missing.
* Make adjustment entries for GST in Oracle.
* Sale tax assessments. Prepare answers to the Department's queries.
* Prepare documents for Loans and Overdraft Limits.
* Calculation of TDS payable amount and deposit, Prepare accurate quarterly TDS returns.
* Prepare MIS on a weekly basis and send it to M.D.
* Prepare Depreciation chart.
* Sale invoicing and track the outstanding payments.
* Posting of purchase invoice in oracle, make payment to Suppliers on the basis of suppliers aging reports.
* Make reconciliations of Bank, Inventory, Debtors Ledger, Creditor ledger etc.
* Reconciliation of Trial Balances and help to auditors for making Final Account.
* Offer support to auditors during the time of Final Account & GSTR-9C.
* Follow up of GST refunds.
* Knowledge of Exports documentations and Export Benefits to business. E.g. Duty drawback, IGST refund & MEIS license.
* Knowledge of Cash management and posting cash voucher in Oracle.
* Post the Journal voucher in Oracle.
* Physical verification of Inventory and make actual inventory report every 3 months.
* Answer the queries of Customer and Suppliers through mail.

**Account Executive 10/2015 to 07/2017**

**Eastman Industries Limited – Ludhiana (Punjab)**

* Posting of cash and Purchase voucher in ERP.
* Make supplier aging reports in ERP system and make due payments.
* Make purchase report on monthly basis and send to Management.
* Preparation of “C “forms and “H” forms.
* Make reconciliations of supplier account statement.
* Make Bank Reconciliations.
* Make Vat and sales tax return and file on/before due date.
* Reconciliations of inventory.
* Make Purchase Order in ERP system and send to supplier through email.
* Reconciliation of Expenditure accounts during the time of annual audit.
* Maintain the accurate records of Sale Invoices.
* Deduction of TDS and make report of TDS amount.

**Account Executive 05/2013 to 10/2015**

**T.K. Steels Rolling Mills Pvt. Ltd.**

* Post customer payments in tally by recording cash, checks, and bank transfer transactions.
* Make sale invoices and another related document.
* Make sale order in Tally and sent to customer.
* Reconciliations of customer accounts.
* Make plan for dispatch the material with the help of production department.
* Follow up for outstanding payment through phone call and mail.
* Make Bank Reconciliations.
* Make daily sale report and send to M.D.
* Maintaining accounts receivable files and records.
* Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.

***EDUCATIOIONAL PROFILE***

* **MBA (Finance)** from Punjab Technical University, Jalandhar
* **B.Com.** from Himachal Pradesh University, Shimla
* **10+2**(commerce) from Himachal Pradesh school Education board Dharamshala.
* **DCA (Diploma in Computer Application)** From Himachal Pradesh school Education board Dharamshala.
* **10TH** from Himachal Pradesh school Education board Dharamshala

***COMPUTER PROFICIENCY***

* MS word
* MS – Excel (VLOOKUP, Pivot Table, Data Validation etc.)
* Tally (Accounting Software)
* ERP System (Module AR, AP, Inventory & GL)
* MS PowerPoint
* Outlook
* Oracle (Module AP, AR, GL & Inventory.)
* Internet surfing
* ERP (NAVISION)

***MAJOR STRENGTHS***

* Focused
* Responsible
* Diplomatic
* Communication
* Teamwork and leadership
* Creativity

***PROFESSIONAL SKILLS***

* Software proficiency
* Data analysis
* Effective communication
* Problem-solving
* Service orientation
* Time Management

***BIO GRAPHICS***

* Father’s Name : SH. Prakash Chand
* D.O.B : 24 August 1991
* Gender : Male
* Language known : Hindi & English
* Martial status : Married
* Nationality : Indian
* Hobbies : Listening Music, Reading Books & Playing Cricket

***PARMANENT ADDRESS***

**PARMANENT ADDRESS:** **VILL. & P.O. Koserian Teh.**

**(Jhandutta) DISTT.**

**E-mail: *ramjyoti13@gmail.com* BILASPUR (H.P) 174030**

**🕾: 70181-79466**

***DECLARATION***

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear responsibility for the correctness of the above-mentioned particulars.

**Date…**

**Place… Jyoti Ram**