**RESUME**

**RAHUL SINGH BHATNAGAR**

Address-12/5 Industrial Colony C.B. Ganj Bareilly-243502 (U.P.)

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**CAREER OBJECTIVE-**

A young professionally trained knowledgeable, proactive person with good communication interpersonal and team player skills. Looking for a very productive and successful career in future and I am very much determined to work hard for it.

**Presently working as an Part Time accounting from 1st Oct, 2020 to till date.**

**WORKING PROFILE-**

* Prepare Purchase Order/Sale Invoicing, Debit/Credit Note Mrn/Min, and MIS for Plant related working and Stock Transfer to Branch.
* Prepare GST reports (GSTR-1 & 3B, 2A Reconciliation) on monthly basis and posting necessary adjustment entry in System. Prepare TDS and TCS return detail at Quarterly basis and monthly for Depositing.
* Maintain Cash/Bank/Customer/Interunit/Vendor entry in system and reconciliation at end of month.
* Prepare Cheques for vendor and making payments through RTGS/NEFT through Cheques/Cash

for Customers, making official letter for Departments.

* Contact and interact with clients who have failed to make payments, providing reminders and maintaining client relationship .Answer client inquiries and dispense advanced information about financing options accurately and quickly.
* Prepare Salary Sheet, keeping track of employee, entering information into spread sheets, and creating reports for management on monthly basis.
* Maintain all record of Stock Input & Output in register as well as in system also. Maintain Inventory Physical vs. System also.
* Official visit in Government department on hearing or meeting with related issues and resolve them on concern quarries

**WORK EXPERIENCE-**

* Two Years working with National Industrial Corporation Pvt. Ltd. Bilari Moradabad as an Accounts Officer working from 1st August 2018 to Sep-2020 on Microsoft Dynamics NAV ERP.
* Four years worked as Accounts Executive at P.C. Jewelers Ltd. Bareilly 30th Nov-14 to 31st July-2018 working on Jewel software 8.0 ver.
* Four years worked as an Assistant Accountant to Accounts Executive M/s G.D. Foods India Pvt. Ltd. Alwar (Raj.) Working at Busy Software from 1st July 2010 to 15th Nov-2014.

**ACADEMIC QUALIFICATION-**

* M.A. (English) from M.J.P. Rohilkhand University Bareilly (UP) in IInd Division 2011.
* M.Com from M.J.P. Rohilkhand University Bareilly (UP) in Ist Division, 2009.
* B. Com from M.J.P. Rohilkhand University Bareilly (UP) in IInd Division 2006.
* Intermediate Passed with commerce in IInd Division from Allahabad Board (UP) in 2003.
* Matriculation Passed with commerce in IInd Division from Allahabad Board (UP) in 2001.

**PROFESSIONAL QUALIFICATION-**

* IA-8 Course from ICA (The Institute of Computer Accountant), Bareilly in 2010.
* Certificate Course in D.C.A. /D.F.A. from Chitransh Institute C.B. Ganj Bareilly in 2007.
* Certificate in CCC from NIELIT Gorakhpur in 2017.

**SOFTWARE KNOWLEDGE-**

* Having good knowledge about working on Accounting Software as Tally ERP 9, Busy, Jewell Software, Microsoft Dynamic NAV (ERP) ver-13, Basic Knowledge of SAP.

**PERSONAL DETAIL-**

Date of Birth - 1st March 1986

Father’s Name - Shri Sudhir Singh Bhatnagar

Mother’s Name - Late Smt. Sangeeta Bhatnagar

Current Salary - 3.60k Per Annum

Gender - Male

Marital Status - Married

Languages Known - Hindi & English

**DECLARATION-**

* I hereby declared that the above information’s and given figures are true for the best of my knowledge.

**Date-**

**Place**- **(RAHUL SINGH BHATNAGAR)**