

# **RESUME**

Anant Rai

## **Present Address**

RZ-29A, Hari Vihar, Old Palam Road, Kakrola, Near Dwarka Metro Station, New Delhi-110078. e-mail: [kirat.net@gmail.com](mailto:kirat.net@gmail.com),

Cell No  9013969281

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Highly motivated and enthusiastic 15 years experienced accounting professional with proven experience in business book keeping , tax accounting and financial management. Reputation for investigating and resolving issues and constantly striving for process improvement. Independently, creative and thinker with sound judgment and strategic decision making competencies as well as ability to prioritized and manage time effectively.

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## **Academic Qualification**

- B.Com from Delhi University -1989
- Passed Intermediate from CBSE Board Delhi -1986
- Passed Matriculation from CBSE Board Delhi -1984

## **Working with previous Company**

- **M/s Three Aces Cargo Care Pvt.Ltd.** a CHA ,Group Company of **EMU Lines Pvt.Ltd.** , Worked as an Accountant in Import division at Kalu Sarai, Hauz Khas, New Delhi from 1997 to 2001.
- **M/s GRT Ship management Pvt. Ltd. at Kalkaji, New Delhi.** MTO/NVOCC /Freight Forwarder , Worked as an Asst. Manager -Accounts from 2001 to 2006.
- **M/S International Window a CHA Division of M/s World Window Infrastructure Pvt.Ltd.** Worked as an Asst. Manager in Accounts & Finance from 2007 to 2015 at ICD TKD New Delhi.
- **M/s Signal Logistics Pvt.Ltd.** a CHA & Freight Forwarder, Worked as an Asst. Manager- Accounts from April-2015 to June -2017 at Janak Puri , New Delhi.
- **M/s Mover International Pvt.Ltd.,** Connaught Place, New Delhi. Worked as an Asst. Manager- Accounts from July -2017 to June -**2021**.

### **Previous Jobs Responsibilities**

- Handling all the Banking Works & Corresponding with them if necessary.
- Bank Reconciliation on daily/ monthly basis.
- Handling Cash Book, Bank Book, Journal Book, Sales and Purchase, Credit note, Debit notes etc.
- Checking and verifying Billing/Invoices , CSR.
- To supervise everyday activities of department such as maintenance and administrative work.
- Coordinate with various departments for accounting activities such as pre and post shipments.
- To Manage and reconciled all debtors and creditors ledgers as well as corresponding with them.
- To Manage and reconciled overseas ledgers and remittance as well as preparation of 15CA.
- Follow-up the outstanding payments and corresponding.
- Disbursement of Salary of staffs.
- Monthly GST Return & TDS Monthly deposit and filing return quarterly.
- Worked on PF,ESI matters.
- Worked with Company CA to provide analytical support for various budget processes and prepared monthly and annual financial statements.
- Prepared audit analysis and assisted company auditors in all queries.
- Preparation of financial statements such as jobwise costing and profit and loss statements
- Preparation of Job wise P & LA/c on Monthly basis.
- Finalization of all Accounts such as Profit & Loss a/c, Balance- Sheet with CA.

### **Financial Accounting Packages**

- Tally ERP , eFreightsuite ERP Software, Other various Accounting Package/Software etc.

### **Computer Knowledge**

- MS- Office, Word, Excel
- Sound knowledge of computer systems, Hardware and related applications

### **PERSONAL DETAILS**

Date Of Birth :14-11-1969  
Religion :Hinduism  
Caste :General  
Marital Status : Married

### **DECLARATION**

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

### **Signature**

Anant Rai