

rohit.gemini0405@gmail.com

+91 - 9818284967

Shahdara, Delhi 110053

Skills

- MS Excel
- Tally Software
- Busy Software
- SAP Software
- DMS Software
- CompuTax Software
- Diligence & Hard Work
- Good Communication Skills
- Account Reconciliation
- Cash Flow Management
- Invoicing
- Payroll Processing

Education

07/2024

Chartered Accountancy:

Finals Stage (Partially Passed)

The Institute of Chartered Accountants of India

New Delhi

01/2012

Intermediate:

Commerce Stream

CBSE board

GPA: 84%

01/2010

High School:

CBSE board

GPA: 8.8 CGPA

Certifications

- Orientation Program, 100 Hrs
- Advanced Information Technology Program, 100 Hrs
- Advanced Integrated Course on Information Technology & Soft Skills
- General Management & Communication Skills

Rohit Panwar

Summary

Seasoned Accounts Manager with a proven track record at The Oasis Sainik School, enhancing financial accuracy through diligent policy development and data analysis. Excelled in complex account reconciliations and payroll processing, demonstrating exceptional analytical skills and IT proficiency. Skilled in MS Excel and SAP Software, my expertise drives efficiency and improvement in financial operations.

Experience

The Oasis Sainik School (Residential) - Accounts Manager

Rajasthan 04/2023 - 05/2024

- Developed and implemented financial policies and procedures to ensure accurate accounting records.
- Reviewed and approved monthly journal entries, account reconciliations, and financial statements.
- Analyzed financial data to identify trends, variances, discrepancies, or opportunities for improvement.
- Payroll Functions.

M/s Arora and Bansal - Internship

Rajendra Place, India 05/2017 - 05/2020

- Company Overview: Chartered Accountants
- Worked as an Accounting & Auditing Professional. Conducted Accounting & Auditing at:
 - State Bank of India, Bangalore.
 - The New India Assurance (Delhi)
 - Vipul Limited (Real Estate), Gurugram.
 - Vipul Club (Hospitality Sector), Gurugram.
 - Adie Broswon Breweries, Punjab.
 - Vipul Motors Pvt Ltd, Maruti-Suzuki (Delhi, Gurgaon, Faridabad, Noida)
 - Kazo Fashion Pvt. Ltd., Noida.
 - Adie Broswon Cluster Buses, Orange, Delhi.
- All GST compliances, including registration, monthly/quarterly returns, annual returns, e-way bills, and assessments working.

Languages

- English & Hindi

Personal Information

- Date of Birth: 10/01/1995
- Marital Status: Unmarried