**Curriculum Vitae**

**Vivek Rana**

Address :- Shiv Murthi Commplex, Mahipalpur k-Block, New Delhi-110037

Email Id :-vivekranahp76@gmail.com

Contact :-8091188838

**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 2020.
* **BBA** from Gove Degree College Baijnath (HPU shimla)
* 12th in from H.P. Board Dharamshala 2013
* 10th from H.P. Board Dharamshala 2012

**Professional courses :**

* Certified industrial accountant (CIA) course from ICA Chandigarh.

**Professionol Experience :**

**Genex logisolutions Pvt Ltd-: Till now**

**Role:- Sr Executive (Account-Finance)**

**Job description & Responsibilities**

* Handling Bank Reconciliation.
* Handling Reconciliation ledger with debtors & creditors.
* Accounts Payable & receivable 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 (2022-2024)**

**Role:- Executive (Account-Finance)**

**Job description & Responsibilities**

* Bank Reconciliation.
* Reconciliation ledger with debtors & creditors.
* Handling PDA cost booking and reconciliation.
* Accounts Payable & receivable.
* 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 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 (2018-2022)**

**Role:- Executive (Account-Finance)**

**Job description & Responsibilities**

* Handling Bank Reconciliation.
* Handling Reconciliation ledger with debtors & creditors.
* Accounts Payable & receivable.
* 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 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)**