

Curriculum Vitae

Vivek Rana

Address :- Shiv Murthi Complex, 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 (31-Aug-2020)
- **BBA** from Govt. Degree College Baijnath (HPU shimla)(23-May-2018)
- 12th in from H.P. Board Dharamshala.
- 10th from H.P. Board Dharamshala.

Professional Experience :

Genex logisolutions Pvt Ltd & 4pl scm technologies pvt ltd-: (8-April-24 to Till Now)

Role:- Sr Executive (Account-Finance)

Job description & Responsibilities

- Handling Bank Reconciliation.
- Handling Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank 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 (01-Apr-2022 To 16-Apr-2024)

Role:- Executive (Account-Finance)

Job description & Responsibilities

- Bank Reconciliation.

- Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank Entry
- 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 container corporation of India 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 (2019Jan To 30-Mar-2022)

Role:- Executive (Account-Finance)

Job description & Responsibilities

- Handling Bank Reconciliation.
- Handling Reconciliation ledger with debtors & creditors.
- Accounts Payable & receivable bank entry
- 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 container corporation of India 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)

REF: Inext Logistics and Supply Chain Pvt. Ltd. /DEL/2022/03

PRIVATE & CONFIDENTIAL

Date: 01/04/2022

To Whomsoever It May Concern

Dear Mr. Vivek Rana,

This is in reference to your resignation dated 1st March 2022 from the position of **Account Executive**.

Your resignation has been accepted by the management, and you are relieved from the services of the company dated 30th March 2022.

We want to state on records that you service the company from 01st January 2019 to 30th March 2022.

We wish you all the best for your future endeavors.

Thanking you,

For Inext Logistics & supply chain Pvt. Ltd.



(Human Resource)
Rashmi Aswal





Ocean King Shipping Services Pvt. Ltd.

A Complete Logistics Solution

Date. 17th April, 2024

To

Mr. Vivek Rana

Subject : Experience and No Dues Certificate

This is to certified that **Mr. Vivek Rana, S/o Shri Prakash Chand** has been working as "Accounts Executive" with Ocean King Shipping Services Pvt. Ltd. since 01/04/2022 to 16/04/2024 He is diligent, hardworking and efficient to discharge his responsibility.

He has discharged his responsibilities with care and remained satisfactory. There are no any Company dues up on him

We wish him grand success in future.

Thanking you

For Ocean King Shipping Services Pvt. Ltd.



Authorise Signatory

305-307, Aggarwal Building 35, 36, Nehru Plcae, New Delhi - 110019

Tel. : +91-11-46134613, E-mail : delhi@oksspl.com

MTO Regn. No. - MTO/DGS/255/OCT/2025

CIN No. U63090DL1998PTC091623

Branches: • Mumbai • Ludhiana • Jaipur • Kanpur