

CONTACT

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PERSONAL DETAILS

- Date of Birth: 16-June-1992
- Languages Known: Hindi, Garhwali, English
- Hometown: Pauri Garhwal, Uttarakhand
- Marital Status: Married

EDUCATION

2020

SIKKIM MANIPAL UNIVERSITY

- Master of Business Administration in Finance

2014

HEMWATI NANDAN BAHUGUNA

GARHWAL UNIVERSITY

- Bachelor of Commerce

SPECIALIZATIONS

- English Proficiency - (Spoken & Written)
- MS-Word, Excel, PowerPoint
- Leadership Skills
- Problem-Solving Skills
- Analytical Skills
- Decision-Making Skills
- Teamwork
- Time Management & Multitasking
- Financial Reporting & Data Management

PROFESSIONAL SKILLS

- Accounting & Bookkeeping: Full-cycle accounting, financial record management.
- TDS & GST Return Preparation: Preparation of TDS, GSTR-1, GSTR-3B returns, ensuring compliance.
- Financial Analysis: Budgeting, forecasting, variance analysis.
- Reconciliation: Bank, financial reconciliation, discrepancy resolution.
- Software Proficiency: Tally ERP 9, SAP, Smart Cargo, Docfa.
- Cash Flow Management: Managing payables, receivables, liquidity.
- Client Relationship Management: Resolving disputes, maintaining strong relationships.
- Payment Processing: Handling Cash, RTGS, NEFT, DD payments.
- Communication & Teamwork: Strong interpersonal, team collaboration skills.

HIMANSHU RAWAT

ACCOUNTANT



PROFILE

Detail-oriented Senior Accountant with 10 years of experience in full-cycle accounting, tax compliance, and financial reporting. Proficient in Tally ERP 9, SAP, Smart Kargo, and Microsoft Office Suite. Skilled in managing accounts payable/receivable, GST, TDS, and financial reconciliations. Known for resolving discrepancies, maintaining accurate financial records, and ensuring timely tax filings. Strong communicator, adept at building client relationships and managing multiple tasks in dynamic environments. Committed to accuracy, compliance, and continuous improvement to support organizational goals.

WORK EXPERIENCE

M/S Interglobe Aviation Limited (Indigo) Payroll - Parishram Resources Pvt. Ltd.
Contract Resource - Cargo Revenue Department (Accounts Receivable)
MARCH 2022 TO SEPTEMBER 2024)

- Managed regular payment follow-ups, reconciled customer PDA and CSR accounts, and ensured accurate balance confirmations using SAP and Smart Kargo.
- Checked TDS on a fortnightly basis using Smart Kargo software, performed 26AS reconciliations, and coordinated with the tax team for GSTR-1 submissions.
- Downloaded GSTR-1 data from software, reconciled it with Smart Kargo, and coordinated with the tax team for timely and accurate submissions.
- Executed fortnightly and month-end invoice closures, raised debit/credit notes, and maintained accurate financial records for reporting.
- Addressed customer emails, resolved queries, and collaborated with the sales team to ensure competitive pricing and client satisfaction.

M/S UNITED CARGO AND TRAVELS PVT. LTD.-Delhi
Senior Accountant
SEPTEMBER 2018 TO MARCH 2022)

- Validated sales invoices (air/sea imports & exports), processed TDS, GSTR 1 & 3B returns, and handled IATA CASS CSR checks, ensuring compliance with policies and accurate tax filings.
- Managed online payments (RTGS/NEFT), custom duties, petty cash, prepare Cheque and bank reconciliation in Tally ERP, ensuring timely execution and cash flow transparency.
- Maintained accounts payable (Cr.) and receivable (Dr.) in Excel, tracked balances, and ensured proper financial record-keeping for smooth operations.
- Sent periodic outstanding statements to customers, resolved payment-related disputes, and facilitated smooth payment processes by addressing customer inquiries.
- Performed general accounting tasks, including document filing, prepared form 15CA for foreign remittances, and ensured regulatory compliance with financial operations.

Anil Mantra Logistix Pvt. Ltd. - Mahipalpur Extn. New Delhi
Accountants Executive
AUGUST 2014 TO JULY 2018

- Prepared and issued invoices for air and sea imports/exports daily, and handled sales, purchase, journal, payment, receipt, contra, and bank entries.
- Prepared TDS returns and GSTR 1 & GSTR 2, ensuring timely tax submissions and compliance with regulations.
- Managed online payments (RTGS/NEFT/DD/cheque), custom duty payments, and handled petty cash operations with accurate cash entries in Tally ERP 9.
- Maintained accounts payable (Cr.) and receivable (Dr.) sheets in Excel, ensuring accurate financial records and cash flow management.
- Maintained profit & loss accounts, balance sheets, and performed bank reconciliation in Tally ERP to resolve discrepancies.
- Conducted document filing and provided general administrative support for smooth office operations.

M/S V.P. DHAMIJA & CO. - Greater Kailash New Delhi - 110048.
Accounts Trainee (JANUARY 2013 TO JULY 2014)

- Managed personnel accounting and maintained customer bank ledgers in Tally, ensuring accurate data entry. Prepared and filed quarterly TDS returns and performed monthly TDS reconciliations for accurate tax reporting.
- Performed various office-related tasks to support daily operations, ensuring smooth functioning and timely completion of routine activities.