*CURRICULAM VITAE*

# JYOTI RAM

***CAREER OBJECTIVE***

* I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.
* Shapes my professional career and guides it on a progressive path, allowing me to grow with the organizations.

***WORKING EXPERIENCE***

**Assistant Manager-Accounts & Finance 12/2020 to Currant**

**Gateway Distriparks Limited – Ludhiana (Punjab)**

1. **Responsibility related with AR(Account Receivable)**

* Responsible for Customer Payments and Customer Accounts reconciliation. Responsible for book bank receipts as well as TDS deduction entries.
* Prepare Daily/Weekly/Monthly collection report and compare with given provision by sales person as well as customer.
* Payment follow-ups from customer through mail & verbal.
* Attend the customer query and take preventive action and resolve the queries.
* Send customer aging to concerned customer and send pending sale invoices to customer.
* Knowledge for raising Sale invoices in different segment according to the valid contract.
* Bank reconciliation statement preparation on monthly basis. Liason with bank and resolve the queries. .

1. **EXIM Incentive verification & Provision**

* Verification of Export and Import Incentive for CHA, Forwarder & Shipper.
* Make provision according to the EXIM volume and submit to Head office for approval.
* Verify the Incentive invoice as per contract and agreement
* Post the Incentive invoice in NAV.

1. **Responsibility related with GST**

* Prepare reconciliation of GSTR-2B. For any kind of mismatch follow up through mail as well as verbal.
* Filing GST - 1, GSTR - 3B and prepare data for Annual GST return GSTR-9 and GSTR9C.
* Responsible for RCM Calculation on monthly basis.
* Responsible for GST audits and liasoning with GST department.
* Responsible for GST assessment, arrange data according to the department.

1. **Responsibility related with TDS**

* Ensure accurate TDS deduction according to nature of service during the time Purchase invoice posting.
* Ensure TDS deduction on advance payment made for services during the month for which invoice is not received.
* Prepare the TDS deduction Detail on every month as per difference section and send to HO for payment.

1. **Responsibility related with AP ( Account Payable)**

* Verify the all Purchase invoice as per valid approval, valid contract & agreement as per valid authority matrix.
* Ensure the proper documents related with Purchase invoice e.g. Tax Invoice, Purchase order/Approval, MRN (Material Receipts Note) &Installation certificate in case Capex Item.
* Ensure the payment of MSME vendors on timely.
* Prepare vendor aging, verify the Compliance and after verification send to HO for final payment.
* Prepare Bank reconciliation and send to HO
* Cash management

1. **Responsibility related with Stock Management.**

* Stock accounting & reconciliations match actual stock with the books and find variances.
* Product Costing & Accounting
* Issue stock on the Basis of LIFO methods

1. **Responsibility related with monthly/Quarterly MIS.**

* Prepare MIS reports on monthly basis and submit to HO. e.g. Expenses Provision report, Diesel consumption report, EMR segment profitability report, Terminal profitability report, Cash Collection report, Cash payments report, Import and export incentives provisions report.
* Prepare Quarterly MIS Report of All ICD’s and send to GM Finance E.g. Diesel Consumption detail, Electricity Consumption Detail, Repair & Maintenance Detail etc.

1. **Responsibility Related with Internal & External Audit**

* Responsible for Internal Audits, Arrange supporting documents as required by auditors.
* Take corrective actions regarding the auditor’s queries.
* Responsible for trial balance reconciliation and resolve the audditors quireies.

1. **Responsibility Related with Deprecation Chart and Trial Balance Reconciliations.**

* Accounting for Fixed assets in ERP system and prepare Depreciation chart according to the income tax act.
* Trial Balance reconciliation and provide data to CA for final account statements.

**Senior Account Executive 07/2017 to 12/2020**

**Coatec India – Kurali (Punjab)**

* Prepare GST returns e.g. GSTR-3B, GSTR-1, ITC-04 and GST9A. Calculation of GST payments.
* Reconciliation of GSTR2A & Follow up if invoice missing.
* Make adjustment entries for GST in Oracle.
* Sale tax assessments. Prepare answers to the Department's queries.
* Prepare documents for Loans and Overdraft Limits.
* Calculation of TDS payable amount and deposit, Prepare accurate quarterly TDS returns.
* Prepare MIS on a weekly basis and send it to M.D.
* Prepare Depreciation chart.
* Sale invoicing and track the outstanding payments.
* Posting of purchase invoice in oracle, make payment to Suppliers on the basis of suppliers aging reports.
* Make reconciliations of Bank, Inventory, Debtors Ledger, Creditor ledger etc.
* Reconciliation of Trial Balances and help to auditors for making Final Account.
* Offer support to auditors during the time of Final Account & GSTR-9C.
* Follow up of GST refunds.
* Knowledge of Exports documentations and Export Benefits to business. E.g. Duty drawback, IGST refund & MEIS license.
* Knowledge of Cash management and posting cash voucher in Oracle.
* Post the Journal voucher in Oracle.
* Physical verification of Inventory and make actual inventory report every 3 months.
* Answer the queries of Customer and Suppliers through mail.

**Account Executive 10/2015 to 07/2017**

**Eastman Industries Limited – Ludhiana (Punjab)**

* Posting of cash and Purchase voucher in ERP.
* Make supplier aging reports in ERP system and make due payments.
* Make purchase report on monthly basis and send to Management.
* Preparation of “C “forms and “H” forms.
* Make reconciliations of supplier account statement.
* Make Bank Reconciliations.
* Make Vat and sales tax return and file on/before due date.
* Reconciliations of inventory.
* Make Purchase Order in ERP system and send to supplier through email.
* Reconciliation of Expenditure accounts during the time of annual audit.
* Maintain the accurate records of Sale Invoices.
* Deduction of TDS and make report of TDS amount.

**Account Executive 05/2013 to 10/2015**

**T.K. Steels Rolling Mills Pvt. Ltd.**

* Post customer payments in tally by recording cash, checks, and bank transfer transactions.
* Make sale invoices and another related document.
* Make sale order in Tally and sent to customer.
* Reconciliations of customer accounts.
* Make plan for dispatch the material with the help of production department.
* Follow up for outstanding payment through phone call and mail.
* Make Bank Reconciliations.
* Make daily sale report and send to M.D.
* Maintaining accounts receivable files and records.
* Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.

***EDUCATIOIONAL PROFILE***

* **MBA (Finance)** from Punjab Technical University, Jalandhar
* **B.Com.** from Himachal Pradesh University, Shimla
* **10+2**(commerce) from Himachal Pradesh school Education board Dharamshala.
* **DCA (Diploma in Computer Application)** From Himachal Pradesh school Education board Dharamshala.
* **10TH** from Himachal Pradesh school Education board Dharamshala

***COMPUTER PROFICIENCY***

* MS word
* MS – Excel (VLOOKUP, Pivot Table, Data Validation etc.)
* Tally (Accounting Software)
* ERP System (Module AR, AP, Inventory & GL)
* MS PowerPoint
* Outlook
* Oracle (Module AP, AR, GL & Inventory.)
* Internet surfing
* ERP (NAVISION)

***MAJOR STRENGTHS***

* Focused
* Responsible
* Diplomatic
* Communication
* Teamwork and leadership
* Creativity

***PROFESSIONAL SKILLS***

* Software proficiency
* Data analysis
* Effective communication
* Problem-solving
* Service orientation
* Time Management

***BIO GRAPHICS***

* Father’s Name : SH. Prakash Chand
* D.O.B : 24 August 1991
* Gender : Male
* Language known : Hindi & English
* Martial status : Married
* Nationality : Indian
* Hobbies : Listening Music, Reading Books & Playing Cricket

***PARMANENT ADDRESS***

**PARMANENT ADDRESS:** **VILL. & P.O. Koserian Teh.**

**(Jhandutta) DISTT.**

**E-mail: *ramjyoti13@gmail.com* BILASPUR (H.P) 174030**

**🕾: 70181-79466**

***DECLARATION***

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear responsibility for the correctness of the above-mentioned particulars.

**Date…**

**Place… Jyoti Ram**