

# Vivek Rana

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## 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)
- 12<sup>th</sup> in from H.P. Board Dharamshala 2013
- 10<sup>th</sup> from H.P. Board Dharamshala 2012

## Professional courses :

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

## Professional Experience :

### Genex logisolutions Pvt Ltd-: April 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 (2022-2024)**

**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 (2019-2022)**

**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)**