

04<sup>th</sup> August 2015

Dear Sir,

**Post of**

With **over 7+ years'** experience in Finance & Accounts Management & Control, I am a Senior Finance professional seeking challenging assignments to excel in the field of Finance. Adept at Core Finance operations like Accounting & Finance Management, Budget Management, Financial & Strategic Planning, Finance Reporting, ensuring policies & procedures and relationship management

My professional experience encompasses a wide range of responsibilities. **M/s A.J. Precision & Automation (P) Ltd, Noida In India and Soho Ltd, Ghaziabad** and also various Audit Experience with may Article Ship under the Register and Reputed Chartered Accountant In India.

all my employments I have given results in terms of performance, throughout my career I have been successful in identifying organizational needs and operating performance & profitability. I fully believed in the principles of quality and continuous improvement.

**Key Competencies:**

- ~ Accounting & Finance Management
- ~ Financial Reporting
- ~ Preparing Financial Statements
- ~ Computerized Accounting systems
- ~ Implementation of ERP system
- ~ Budgeting & Forecasting Analysis
- ~ Team Management

With an in-depth insight into the core operations covered under finance & accounting management, I am confident that I will be able to deliver expected results. Attaching herewith my resume for your kind perusal, I would appreciate an opportunity to discuss the ways in which I will be able to contribute positively to the organization.

Sincerely,

**RAVISHANKER KUMAR RAI**

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# CURRICULUM VITEA

**RAVISHANKER KUMAR RAI**

C/o , Abhishek Singh , Flat no-104 Al Khaleej Building - P.O. Box: 50622,  
Al Bustan Ajman near Ajman Free zone Gate no.-2  
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## Senior Accounting & Finance Profile

**Forté:** Accounting & Finance Management | Financial Control | Budgeting & Cost Control Variance Analysis  
|Stores Management | Systems Implementation | Internal Control | Reporting

*My mission is to smart work to the best of my knowledge and skill so that any contribution makes the value to the organization with an organization of high repute*

## PROFESSIONAL EXPERIENCE

### CREDENTIALS

#### Education

2000 Bachelor of Commerce Completed, Gorakhpur University, Gorakhpur

2006 Intermediate Qualification of Institute of Chartered Accountants of India

Company / Est.	Country	Category	Post	Period
M/s A.J. Precision & Automation (P) Ltd	India	Manufacturing of SPM & Agriculture Instruments,	Manager- Finance & Accounts	1st May 2014 to 30th June 2015
Soho Ltd, Ghaziabad	India	Real State	Assistant Manager Accounts	Jan 2011 - Apr 2014
M/s Anil Perm Associates	India	Registered Chartered Accountants	Article Training	Feb 2004 to May 2007

## OCCUPATIONAL CONTOUR

**Company** : *M/s A.J. Precision & Automation (P) Ltd, Noida (1<sup>st</sup> of May. 2014 to 30<sup>th</sup> June-2015),*

*An ISO 9001: 2008, Manufacturing of SPM & Agriculture Instruments, 27 Cr Company Turnovers.*

**Designation** : *Manager Finance & Manager Accounts*

**Profile** : *Responsible for day to day accounting. Responsible for timely releasing of statutory liabilities/requirement Timely Payments for all purchased, Follow-up to debtors for Payment Managing Inventory Functions also Responsible / Office Maintenance , and Preparation of Monthly Profitability Budget*

**Key Role:**

- + Day to day accounting, preparing and supervising voucher entries.
- + MIS generation & preparation / submission of value added report for managerial decision making.
- + Verification of purchase bills
- + Income tax matter i.e. Advance tax calculation & deposit, filling of income tax return, preparation of details for scrutiny of cases
- + Co-ordinate with Internal auditors / statutory auditor at the time of statutory/Internal audit.
- + Service tax calculation, deposit and online service tax return filling.
- + Excise duty calculation, deposit, and online Monthly Excise return filling.
- + TDS deduction, calculation, deposit, TDS return filling and download of TDS certificate.
- + UPVAT calculation, deposit, online Monthly return filling and also handling of cases with UPVAT department.
- + Imports & Exports accounting related all matters.
- + Preparation of quarterly profitability.
- + Preparation of monthly expenditure budget.

**Attainments:**

- Sales Tax related all work, to reduce the cost of monthly payment to Sales tax consultant.
- Central Excise related all work, to reduce the cost of monthly payment to Excise consultant.
- Implement in-house internal auditor systems.
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**Previous Company** : **Soho Ltd, Ghaziabad (Jan 2011 to 27 April 2014)**

: Leading Real State Group housing Co. of north India.

**Designation** : Asst. Accounts Manager

**Profile**                      *Responsible for day to day accounting.*  
*Responsible for timely releasing of statutory liabilities/requirement*  
*Timely Payments for all purchased, maintenance*  
*Preparation of monthly profitability & Expenditure budget.*

**Key Role:**

- + Finalization the Profit & Loss account and reconciliation including Bank Reconciliation's.
- + Maintain Reconciliation of Debtors / Creditors and follow up the receivable and reporting to management.
- + Preparation of the staff Salary Sheet final settlements etc.
- + Preparation of Cash / Sales invoices, Credit Notes, Stock Transfer Vouchers, etc.
- + Preparation of monthly Debtors / Creditors statements and follow up of the payment.
- + Preparing Invoices & Purchase Orders.
- + Systematic Filing of the Records and Documents.
- + Correspondence with branch offices and handling Data Entry operation.
- + Prepare Daily Reports and maintain the Daily Accounts.
- + Maintain Cash book.

## **IN ARTICLE TRAINING**

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**2004 – 2007 M/s Anil Perm Associates, Chartered Accountants, Kanpur Article Trainee**

### **Description:**

→ The training involved Audit of the different type of Company like Manufacturing & Service sector.  
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### **Computer Skills:**

Operating System MS-Windows. Package MS-Office, Accounting, Software , Tally & Navision

### **PERSONAL DETAILS:**

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<i>Date of Birth</i>	<i>:</i>	<i>17/03/1979</i>
<i>Nationality</i>	<i>:</i>	<i>Indian</i>
<i>Marital Status</i>	<i>:</i>	<i>Married.</i>
<i>Sex</i>	<i>:</i>	<i>Male.</i>
<i>Language Known</i>	<i>:</i>	<i>Hindi &amp; English.</i>
<i>Passport No.</i>	<i>:</i>	<i>M3960127</i>
<i>Date of Expiry</i>	<i>:</i>	<i>24.11.2024</i>
<i>Visa Status</i>	<i>:</i>	<i>Visit Visa</i>