

RAJ KUMAR SINGH

C/O Savitri Lodge
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CARRIER OBJECTIVE: -

A strategic thinker with excellent knowledge in numbers and financial terminologies and skilled in allocating the budget precisely having rich experience of 11 years+ as an Accounts, Finance, Commercial and Administration.
Comprehensive understanding of concept **SAP FICO, SD, MM / Oracle / Tally ERP** accounting software and MS - Office

KEY RESPONSIBILITY HANDLED: -

- Managing Team of Accounts & Commercial for Smooth Execution of Various Accounting Processes, Responsible for Day to Day Supervision of Branch & Sales Accounts.
- Managing Commercial and Financial Activities of the Company.
- Handling Cash Book, Bank Book, Company Receipt & Payment.
- Preparation of Daily, Monthly & Yearly MIS Report and Financial Statements to the Management.
- Preparation of Yearly Expenses Budget, Funds Management and Analysis of Budget Vs Expenses Monthly & Quarterly.
- Reconciliation of Banks, Receivables, Payables, Debtors and Creditors.
- Vendor and Customer Management - Dealing with Internal and External Customers,
- Handling of Ledger Scrutiny, Audit Queries of Internal and External Auditing.
- Co-ordination with Finance Manager, Commercial Manager and Assist them Regarding Accounting in the Company Solution.
- Analysis of Various MIS Report and Submit to the Management Team.
- Prepare Various Reports Surrounding of the Commercial, Finance and Sales Department, Monthly, Quarterly & Yearly Basis, Annual Sales Results, Annual Forecasts, Budget and Account Status Reports.
- Handling Sale Tax, Service Tax, PT, (GST) and TDS Matter, Compliance of Indirect Taxes with Statutory Forms and Submit of all Taxes Return.
- Finalization of Inventory Management & Maintenance of files for proofs of delivery,
- Initiated and Implemented Comparison & Negotiated the Freight Rate and Reducing the Cost.
- Monitoring of All Accounting Ledger, Branch Administration, Warehousing and Inventory.

WORK EXPERIENCE, CONTRIBUTION & RESPONSIBILITIES: -

moreish

Working with **MOREISH FOODS LTD.** – Patna as a post of Asst. Manager- Accounts from 20th Jan-21 to Till Dtd.

safari

Working with **SAFARI INDUSTRIES (INDIA) LIMITED** - Patna as a post of Asst. Manager – Commercial from Jan' 2014 to 16th Jan-21.

Worked in **R. R. Builders** as an Accountant from 15th May, 2012 to 30th December 2013.

Worked in **Maurya Motors Pvt. Ltd.** as an Account Executive from 1st Nov.2010 to 30th April,12

IT SKILLS:-

- Working Knowledge of Accounting Software Packages like SAP FICO/SD/MM Module (Hanna 7.4), ERP, Tally ERP and MS Office.

ADDITIONAL CREDENTIALS: -

- MBA (Finance Management & Operation Management) FROM INTELLECTUAL INSTITUTE OF MANAGEMENT & TECHNOLOGY

ACADEMIC CREDENTIALS:-

- Graduation (A/C Hons.) from Magadh University – Gaya in 2005
- Intermediate (Commerce) 12th from Oriental College (BIEC) in 2002
- High School from Rajkiya High School - Gulzarbagh (BSEB) in 2000

PERSONAL INFORMATION:-

Date of Birth:	-	12 th October' 1984
Father's Name:	-	Mr. Yogendra Singh
Marital Status:	-	Married
Language Known:	-	Hindi & English
Notice Period:	-	30 Days
Total Experience:	-	10 Years+
Current CTC:	-	6.50 Lakhs
Expected Salary:	-	As per Company Standard

In view of above-mentioned facts and figures, kindly take a favorable view on my application & give me chance to meet your expectations: -

Thanking you

Raj Kumar Singh

Date: