

RITESH KUMAR

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JOB OBJECTIVE

Seeking a Position in the Accounting Field Where Excellent Analytical and Technical Skills Can Be Utilized to Improve the Company's Profitability. As an all-rounder a considerable experience of cash-flow statements, income statements, balance sheets, cost analysis. At the moment looking for a suitable position with an employer who has a supportive, growth-oriented environment that welcomes ideas on how to succeed and improve. I want to Relocate in Patna.

PROFILE SUMMARY

- Can quickly understand and evaluate complex information.
- Able to connect with customers to build loyalty.
- Proficiency with MS Office suite, especially in Excel.
- Accurate and precise math skills.
- Highest standards of accounting accuracy and precision.
- Familiar with a wide range of accounting software.

AREAS OF EXPERTISE

- Payroll accounting
- Inter-company billing
- Financial management
- Business processes

ORGANIZATIONAL EXPERIENCE

Feb'21 - Apr'22

Worked in "Sharda Infrasolutions Pvt Ltd" as an Accounts Manager in Ranchi, Jharkhand

Role:

- Billing, Documentation and statutory compliance of Import-Export.
- Monitoring revenue and expenses.
- Consolidation and evaluation of financial data.
- Defining accounting policies and procedures.
- Preparing Bank Reconciliation Statements and monthly MIS reports.
- Taking care of TDS, GST, EPF, ESIC, Loans, etc.
- Book keeping monitoring.
- Using Tally wherever needed.
- Handling accounting operations, including A/R, A/P, financial statements and analyzing reports for company's operations.
- Prepared Monthly P\L and reviewed the same with company management.
- Preparing journal entries complete with documentation for all transactions.
- Working with C.A. to provide information for tax returns.
- Carrying out any other administrative and operational duties as required.
- Investigating any accounting discrepancies.
- Performing basic analysis of accounts and accruals.

From Nov' 2019 – Jan'2021

Working in “Treadstone Technosoft Services” a Medical equipments trading company as an “Accounts Executive” in Ranchi.

Role:

- Preparing monthly financial statements.
- Writing up accurate and timely financial reports.
- Preparing journal entries complete with documentation for all transactions.
- Working with tax accountants to provide information for tax returns.
- Carrying out any other administrative and operational duties as required.
- Reconciling Bank and cash advances on a monthly basis.
- Investigating any accounting discrepancies.
- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Maintaining spreadsheets to accurately report on revenues and expenditures.
- Performing basic analysis of accounts and accruals.
- Claim of Expiry and Damage Products to Supplier and Record Credit notes and Debit Notes.
- Preparation of Inventory Reports for Proper Supply of Products.

Worked for RJIO project for 1 year in “M/S Anvita construction Pvt. Ltd.” In Bihar as an Assistant Accountant.

Role:

- Preparing monthly financial statements.
- Preparing journal entries complete with documentation for all transactions.
- Working with tax accountants to provide information for tax returns.
- Reconciling Bank and cash advances on a monthly basis.
- Reporting on any outstanding invoices.
- Identifying and recording incoming electronic payments.
- Counting and balancing petty cash at the end of each month.

Worked for Rajesh Shrivastava & Co. for 2 year as an Audit Assistant.

- Sound Knowledge of **MS Excel, Power Point & MS Word, Tally.Erp9, BUSY.**
- Deep Knowledge in Preparation of Balance Sheet and P & L Accounts.
- Sound Knowledge of Direct and Indirect Taxation Systems in India.
- Working Experience as an Audit Assistant under C.A.

EDUCATION

2016	B.Com from R.B.S. College,Andaur,Mohiuddin Nagar (LALIT NARAYAN MITHILA UNIVERSITY)
2011	Intermediate from Dr. J.M.T.S.A.N.S. Inter College Sultanpur (BSEB, BIHAR) with 58.4%
2008	S.S.C form High School Mohiuddin Nagar B.S.E.B. (BIHAR) with 69.6%

Certifications

- Vocational certificate course in DIPLOMA IN COMPUTER APPLICATION.
- Vocational certificate course in ACCOUNTING IN TALLY.ERP9, Busy.

PERSONAL DETAILS

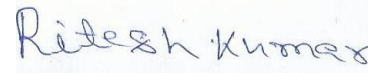
Date of Birth: 18th November'1993
Father's Name: Mr. Ashok Kumar Singh
Languages Known: English, Hindi, and Bengali
Permanent Address: Vill-Maniyar, PO-Mahamaddipur, PS-Mohiuddin Nagar, Dist-Samastipur, Bihar
Current Location: New Area Morabadi, Ranchi, Jharkhand
Marital Status: Un-Married.

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place : Ranchi

Date :



(RITESH KUMAR)