

RAJ



**ACCOUNTS ASSISTANT**

**Email id :** [**raj-394134@gulfjobseeker.com**](mailto:raj-394134@gulfjobseeker.com)

 **CAREER OBJECTIVE**



* To secure challenging position in a reputable organization to expand my learnings,knowledge, and skills .
* Secure responsible career opportunity to fully utilize my training,while making significant contribution to the success of the company.

 **PROFESSIONAL SYNOPSIS**



* Performed assigned workload with indefinable enthusiasm, commitment, honesty, dedication and drove towards contributing to continued business growth.
* Showed integrity and strong work ethics in keeping confidentiality in official records as well as flexibility in working well in cross-functional teams.
* Recognized by colleagues and superiors for delivering a sound and balanced accounting/financial judgment.
* Established accounting skills & attained proficiency in analyzing issues in the field of accounting operations.

 **CAREER SNAPSHOT**



**(Payroll)** **July 18 – March 19**



* Deloitte is a multinational professional service network & is one of the Big Four accounting organisation and largest professional service network in the world & provides audit,tax,consulting and financial advisory services.
* Professional experience in Admin & HRM handle payroll of Deloitte, cost to company deduction, pension fund, Gratuity Calculation and bonus.
* Reconciliation payroll sheet with corporate Salary file and payment process with Banks on Pay Date.
* Cast-off the calculations of the leave salary without pay and appropriation of Salary Sheet.
* Auditing of the salaries and increments.
* Validation of payslip & joining bonus with the headcount report.
* Tracking and updating the retention and contract completion bonus.

**(Data Entry Operator)** **April 18 – June 18**



* Mahindra logistic is one of the india’s largest 3PL solution.Mahindra logistic is a supply chain managemnet and corporate people transport solution.
* Worked in finance department as data entry operator.
* Even used to play cricket for the firm.

**(Internship)** **April 17 – May 17**



* A.V.Corporation India Pvt limited is one of the Construction firm in India.
* Used to supervise the material and record the stock in the accounts.
* Cast off and granting of permission for the storage of he stocks on the particular sites.

 **KEY ACCOMPLISHMENTS**



* Create spread sheets for collecting financial, personnel, and product data. Updated spread sheets as needed to keep pace with changing needs of department.
* Recommended optimal route for emerging product line, resulting in an improved profit margin
* Account receivables Management and reviewing reports before deposit in thebank;
* Reconciliation vendor’s statement with disbursement cheque and resolve accounts payable queries.
* Reviewing time attendance from thesystem.
* Preparation & presentation of staff vacations, leave salary & final settlements payments to HOD.
* Maintains payroll staff by recruiting, selecting, orienting, and training employees.
* Maintains employee confidence and protects payroll operations by keeping information confidential.
* Verify the Bonus of the employees according to the offer letter.
* Verify salaries cost to company(CTC) of the employees on weekly basis and any issues related to it were reported to the HOD.
* Suggest the cost effective HRM module periodically to betterment of company and employees of organization.
* Maintaining a track on the leave without pay of the employees of company and considering the days for the payroll for holding salary.

 **PERSONAL DETAILS**



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|  | Nationality | : | Indian |
|  | MaritalStatus | : | Unmarried |
|  | DateofBirth | : | 03 May,1998 |
|  | VisaStatus | : | Visit Visa (8th August – 15th Nov) |
|  | Languages | : | English |