** RAVI**

**Click here to buy CV Contact:**

<http://www.gulfjobseeker.com/employer/cvdatabaseservice.php>

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**Job Objective**

To believe in the success through Vision, Hard Work and continuous Improvement, to work with an esteem organization which will provide me an opportunity to utilize and update my knowledge in accordance with the latest trends.

**SUMMERY OF WORK EXEPERIENCE: JANUARY 2010 TO Till Now**

1. Working with **Royal Infraconstru Ltd.** (**Ganga Rail Bridge Project, Phaleja Ghat Sonpur)** From January **2010 to Feb 2013 as Post on Site Accountant.**

**Job Profile:**

* Maintaining Purchase & Transportation of Company
* Maintaining Account of Store &Marketing
* Maintaining Stock of Companies etc.
* Looking General Account & taking fallows up of Payment of Companies.
* Do all necessary accounting entries correctly in a timely manner as per the company policy in the ERP
* Scrutinize and Verify the bills, vendor bills, contractor bills, etc
* Handle site payments & vendor payments
* Monitor expenses at the site and reporting the same to HO
* Creating regular reports to assist site team and HO for timely and in budget completion
* Doing all other activities as required by the Site In charge/ Managers
* Taking care of all local, HR and statutory requirement

1. Working in a **PUBLIC SCHOOL based in India, Affiliated to CBSE , 2013 to Till Now as Post on Senior Accountant.**

**Job Profile:**

* Working with TALLY ERP.9 Sales and Purchase Account
* Maintaining Students Fee records
* Transportation Accounts
* Handle School **ITR** Records
* Maintain EMP salary
* Maintain School Data Base Records
* Looking General Account & taking fallows up of Payment of Party.
* Looking PF Account for staff.

**Academic Credentials**

* Graduation from V.K.S University, Ara.
* Senior Secondary from B.I.E.C, Patna
* Higher Secondary from JSEB, Ranchi.

**Technical Qualification**

* Hardware & Networking From **HCL CDC**, Patna
* “O” Level From **DOEACC Society**
* Diploma in HARDWARE from S.B. College Ara Approved by UGC.
* Diploma In **ACCOUNTS with** Zed Career
* Tally 9.0 and Tally ERP 9 + DTP from Zed Career (ZEE INTRACTIVE), Ara

**Professional Skill**

* Computer Hardware
* Computer Networking

**Software Exposure**

* Languages: C, Visual FoxPro, HTML.
* Operating Systems: Windows(95,98,2000,NT,XP,Professional,Vista Windows 2007 And Windows Server 2003, 2008
* RDBMS: MS-Access

**Personal Details**

* Sex: Male
* Marital Status: Married
* Passport: Yes
* D.O.B: 02sept 1989
* Language: Hindi & English
* Religion: Hindu
* Nationality: India.

**Interests**

Mingling with divergent Types of people,

Surfing Net,

**Declaration**

I hereby declare that above information is correct and complete to the best of my knowledge and I am in possession of the documents as proof of the claims made above.

**(Ravi)**