

RS

# Rudra Pratap Singh

"Seeking a role to utilize my [Accounts & finance] for mutual growth."

## Location

Saryu Enclave, Near Lulu  
mall, Lucknow, Uttar  
Pradesh

## Phone

9518348385

## Email

rudrasinghdot@gmail.com

## Linkedin

RudraSingh

## Languages

Hindi  
English  
Marathi

## Hobbies

Outdoor Activities  
Listening to Music  
Watching movies

## Experience

### April 2016- May 2019 (Account assistant)

Shree Ganapati Pipes Trd (P) Ltd, | Ahmednagar, Pune | (MS)

The key roles involve recording and posting daily sales, updating daily activities in reports in Excel, and preparing monthly BRS, stock statements, and GST reconciliation. Additional responsibilities include generating E-way bills, preparing stock inventory monthly, closing books of accounts, and finalizing financial statements.

### May 2019- Dec 2023 (Accounts Manager)

Bharat Steel Tubes | Talegaon- Pune | (MS)

### March 2023- Dec 2023

US Solar Supplier | Remote work from home | (USA)

Furthermore, tasks extend to building a solar master catalog and inventory list, developing and managing a price matrix, ensuring accurate and timely data entry, resolving data entry issues, and assisting with bookkeeping and accounting. Administrative duties are part of the role, including maintaining solar product information in Zoho CRM, Shopify, and US Solar Supplier Systems.

### FEB 2023- (Account assistant)

SWIFT TUCKS LLP, | Trasport Nagar, Lucknow | (UP)

The key roles involve: - DAYSBOOKS, posting daily sales, updating daily in Busy Software activities in reports in Excel, and preparing monthly BRS, stock statements, and GST reconciliation. Additional responsibilities, CRM import Sales & Purchases, also Work in Vehicle insurance also work in Subsidy Portal,

## Education

GIC Inter College | Banda

2010 | SSC  
2012 | HSC  
2015 | B.COM  
2018 | M.COM

- Communication Skills
- Bookkeeping
- Financial Reporting
- Interpersonal skills
- Continuous Learning

#### **Certificates**

---

- Certified Industrial Accounting, Institute- Institute of Computer Accountants. 2018.
- MS -Office

#### **Courses**

---

- Tally Prime with GST
- Windows 10
- Windows Vista
- QuickBooks
- Busy Software

#### **Personal Details**

---

- **Date of Birth 15April1993**

I consent to the processing of my data for recruitment for the position to which I am applying.