



Curriculum Vitae

KARAN SINGH PUNDIR

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Objective:

To work with an organization where my skills and knowledge can be used towards work with a progressive culture with all freedom to be creative and innovative.

CAREER CONTOUR :- 5 + Years experience in Account Dept.

(Jun,24 to Since) :-

Working with **Sannverse Railtech Private Limited** at Head office as an **Sr.Executive – Finance & Accounts** in Hyderabad (Telangana)

Key Deliverables: -

- ❖ Checking & Passing of Routine Bill, Vouchers contractors and other expenditures etc.
- ❖ Checking & Passing of Purchase & Hiring invoices.
- ❖ ERP & manual working accounting ledgers
- ❖ Maintenance of Staff Advances and Loans Ledger
- ❖ Processing of Departmental Labour & Staff Payment.
- ❖ Head office books & Site accounting ledger reconcile on monthly basis.
- ❖ Create liabilities list as a weekly & monthly.
- ❖ TDS & GST list preparation with due date.
- ❖ GST R1 & GST R3B Filling Before due Dates.
- ❖ RXIL & Invoicemart Bill Discounting (Vendor payments & Registration)

Reconciliation :-

- ❖ Bank and cash reconciliation.
- ❖ Reconciliation of Sundry Creditors & Debtors.

(Jan,21 to Jun,24) :-

Working with **Krishna Constellation Pvt. Ltd. (Merrut)** : Construction of 6-lane Jalandhar Bypass from Kahlwan (NH-03) (Design km 0+000) ending at Kang Sahbu (NH-703) (Design km. 46+500) via Sarmastpur (NH-44)-Madara (NH-03)- Khajurla (NH-44) (Design Length: 46.50 kms) as part of North-South Corridor decongestion in the State of Punjab on Hybrid Annuity Mode under Bharatmala Pariyojana as an **Accountant** in Jalandhar (Punjab).

❖ **Client**

:- National Highways Authority of India.

- ❖ **Independent Engineer** :- M/s FP Projects Management in JV with Chaitanya Project Consultancy Pvt Ltd. association with IECL Pvt Ltd.
- ❖ **Concessionaire** :- Jalandhar Bypass Project Pvt. Ltd.
- ❖ **Contractor** :- Krishna Constellation Pvt. Ltd.
- ❖ **Bid Project Cost** :- 1430 Cr.

Key Deliverables: -

Project Accounting :-

- ❖ Maintain Cash , Bank books and GRN.
- ❖ Checking & Passing of Routine Bill, Vouchers contractors and other expenditures etc.
- ❖ Checking & Passing of Purchase & Hiring invoices.
- ❖ ERP & manual working accounting ledgers
- ❖ Maintenance of Staff Advances and Loans Ledger
- ❖ Processing of Departmental Labour & Staff Payment.
- ❖ Head office books & Site accounting ledger reconcile on monthly basis.
- ❖ Create liabilities list as a weekly & monthly.
- ❖ TDS & GST list preparation with due date.
- ❖ Monthly record prepare & sent to Head office.

Reconciliation :-

- ❖ Bank and cash reconciliation.
- ❖ Steel , Cement , HSD all debit note process.
- ❖ Reconciliation of Sundry Creditors & Debtors.

(June'20- Jan'21) :-

Worked with **AKP Constructions** :

Job Profile:

- ❖ Tally ERP 9 Maintain Accounts, Cash Book, Ledgers & file handing work.
- ❖ Classify, record, and summarize numerical and financial data to compile and keep financial records, using journal and ledgers or computers.
- ❖ Operate computers programmed with accounting software to record, store, and analyze information.
- ❖ Prepare Payment sheets & Sales bills, & stock maintain raw seeds, grades, seeds, rejected seeds.

ACADEMIC CREDENTIALS:

- ❖ SAP FICO from Henry Harvin .
- ❖ Bachelor of Commerce in 2024 from S.D. College Muzaffarnagar.
- ❖ One Year Worked With Rajeev Arora (Chartered Accountant) As a Training .
- ❖ Four Month Training of GST Accounting from A.R. Foundation .
- ❖ Senior Secondary Examination - 2018 from Up Board.
- ❖ Secondary School Examination - 2016 from C B S E Board of Secondary Education Delhi .

Special Skills:

- ❖ Analytical Skills.
- ❖ Command on Accounting software.
- ❖ Expertise in Bank Transaction & reconciliation.
- ❖ Team Player.
- ❖ Full Excel Knowledge (Related in Accounting & Reconciliation).

Personal Detail:

- ❖ Date of birth : 8th April 2001
- ❖ Father's Name : Mr. Nirdosh Singh Pundir
- ❖ Permanent Address : Bamanheri , Post Rampur , Tehsil Sadar , Muzaffarnagar (U.P.)
- ❖ Pin Code : 251001

Date :-**Regards,****Place :-****Karan Singh Pundir**