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SKILLS

- Journal Entry
- Tax Filing
- ICEGATE
- IGCR Return
- EPR Return
- Data Analysis
- Cost Reduction Management
- MS Office

EDUCATION

- Bachelor of Commerce
(BRABU Muzaffarepur 2018-21)
- Intermediate of Commerce
(BSEB Patna 2016-18)
- Advance Diploma in
Computer Application (ADCA)
(WiZARD - TECH Computer
Academy 2017-18)

STRENGTH

- Quick Learner
- Disciplined
- Obedient
- Team Work

LANGUAGES

- Hindi
- English

RAHUL KUMAR

ACCOUNTANT & FINANCE EXECUTIVE

CAREER OBJECTIVES

Being a professional contribute towards achieving organization objectives and to secure a responsible position in an organization to expend my learning knowledge and skills

WORK EXPERIENCE

ASHBEE GROUP / Accountant & Finance Executive

April 2023 - Present

- Analyze, examine, and interpret 500+ records per month; and reconcile reports and financial data.
- GST Return and reconciliation every month
- Preparation of data as per the requirement of GST Officers & CAs for GST compliance
- TDS Payment and return
- Prepare date and documents for Bank related work
- Foreign remittance and submission documents
- Prepare data for LLP ROC Return and Partners KYC
- Applied for MSME certificate, EPR certificate, IEC License, ICEGATE & AD Code registration
- Preparation of documents for Continuity Bond of IGCR
- Preparation of monthly financial statement Profit & Loss A/c and Provisional Balance Sheet
- Preparation data for increase share authorized capital & share allotment
- Preparing documents for customs clearance

TECHNOCRAT CONNECTIVITY SYSTEMS (P) LTD / Junior Accountant

January 2021 - March 2023

- Prepare data for Import and Export payment and create Export invoices.
- Maintaining Bank reconciliation, purchase and sales register
- Reconciliation Account Payable and Account Receivable Statements
- Examine and interpret of cost price for sales and purchases
- GST Return and reconciliation per month
- Balance Confirmation
- Handling Audit quires and ledger scrutiny
- Preparation of basic knowledge MIS (Management Information Systems) as per required by Management.

Shiv Shakti Roller Flour Mills. / Junior Accountant

June 2018 - November 2019

- Process day to day book keeping
- Maintaining Bank reconciliation, purchase and sales register
- Reconciliation all Account Payable and Account Receivable statements
- Support in filing GST Return
- TDS Calculation and Journal Entry
- Balance Confirmation