Curriculum vitae

Ravi Yadav

Phone: + 91–9811901293| Email Id - hr@vittkushal.com
Village uncha distt rewari p o nangal jamalpur Haryana -123102

OBJECTIVE

Seeking assignments in Accounting, Finance & Taxation with a growth oriented organization.

SYNOPSIS

- A result oriented professional with qualitative experience in accounting functions.
- Strong analytical & organizational abilities with adeptness in implementing accounting systems & preparing accounting records.
- Day to day Journal Accounting with taxation treatment,
- Active Participation in Finalization of Books, Involvement in Auditing and Direct Reporting to Accounts Head Keen understanding and significant experience in managing the finance procedures and handling accounting systems.

Accounts

- Managing the preparation & maintenance of statutory books of accounts including fixed assets register, reconciliation statements and financial statements, ensuring compliance with time and accuracy norms.
- Dealing with all the Suppliers for Settlement & finalization of Accounts, Preparation of cheques.
- Handling Accounts Receivables functions, ensuring timely receipt of payments.

WORKEXPERIENCE

Worked as {Accountant} in {Jwala & ASSOCIATES} from (1January 22 to october 2025
Currently working as {Senior Accountant } Prospera Finstocks Pvt ltd

Key Responsibilities

- Complete GST Related Workings, Like Invoicing, GST Rates & Calculations, ITC, Filling GST Returns.
- Calculation of TDS on Salary & other Then Salary, Payment of TDS using Challan 281 & Filling Returns 24Q & 26 Q
- Daily Reconciliation of the All transactions with external record or statements.
- Filling GST Return (GSTR1 and GSTR 3B) on monthly basis.
- Knowledge of Bank Payments through CMS system

- Creating challan and making payment of GST.
- Reconciliation of Bank, Cash.
- Post and check invoices completed Submitted by Vendors and Employees.
- Handling of Bank & Petty Cash Book
- Handling Vendor & Customers payments Accounts and reconcile them.
- Preparation of the Monthly Sheets of Reports.
- Filling GST Return (GSTR1 and GSTR 3B) on monthly basis.
- Creating challan and making payment of GST.
- Processing the sales and purchase invoices and monthly bookkeeping in TALLY PRIME

PROFESSIONAL ACADEMIC COURSES

Megara InfoTech Pvt.Ltd courses(CIA+) Certified Industrial Accountant

ACADEMIC QUALIFICATIONS

YEAR	DEGREE/EXAMINATION	BOARD/UNIVERSITY	Percentage(%)
2022	B.COM	S.V.S.U	65
2017	Class XII	HBSE	61.60
2015	Class X	HBSE	70

Declaration:

I hereby affirm that the information furnished above are true to the best of my knowledge and belief. I shall be willing to furnish additional information required.

Place: Gurgaon (Ravi)