CURRICULUM-VITAE



RAJNI RAWAT

Guru Govind Nagar, Shimlapuri Ludhiana (Punjab) (M)-: +91-79862-98091

Email id-: rajnirawat 95413@gmail. com

# CAREER OBJECTIVE:

* To perceive a career in renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

# EDUCATION BACKGROUND:

Post Graduate in MBA Finance

Graduation in Bachelors of Arts

12th Passed from Arya Inter College Deghat (Uttrakhand Board).

10th Passed from H.S.S Titri Gurna Almora (Uttrakhand Board).

# COMPUTER SKILLS:

* + Basic Knowledge of Computer
  + MS Word, MS Excel

# WORK EXPERIENCE:

Working in Arora Iron & Steel Rolling Mills Pvt. Ltd. (Manufacturing unit) (As an Accountant)

 Two Years Experience in SR Steel and wire (Manufacturer) (As an Accountant)

 Three Years Experience in CA & Accountant Office (GST, Income tax, TDS and Accounts)

One Year Experience in Advocate Office (GST and Income tax)

# KEY RESPONSIBILITIES:

Preparing Daily, Weekly & Monthly Reports. Bank Maintaining Vouchers, Receipts, Bills & Payments. Reconciliation of Sundry Debtors and Creditors.

Updating Accounts Payable and Performing Reconciliation. Assisting in Processing Balance Sheet, Income Statements and Other Financial Statements.

Coordination with Vendors and Internal Team.

 Stock Reconciliation

# KEY SKILLS:



**Accounting Software**- Busy, Tally & ERP

**GST Software**- Smart GST, SAG,

**Income Tax, TDS Software**- Clear Tax, Zen Income Tax, Zen IT GST Taxation and Returns Filling and Book Keeping

# STRENGHTS:

Hardworking & systematic in work.

Flexible in nature and taking up the new responsibilities. Good Communication Skills.

Through Teamwork

Quick Lerner & Ready to Take Responsibility

# LANGUAGES KNOWN:

Hindi English Punjabi

# INTEREST & HOBBIES:

Listening to Music Reading Books

# PERSONAL DETAILS:

Father’s Name : Mr. Puran Singh Rawat Date of Birth : 23.09.1997

Marital Status : unmarried

Nationality : Indian

# DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

***Place: Ludhiana*** ***Signature***

***Date:*** ***/*** ***/2023*** ***RAJNI RAWAT***