***Curriculum Vitae***

**Objective :-**

To do the challenging jobs and full fill desired jobs with the new and innovative ideas to lesson the time period and as a commercial person add to the growth of the organization by adding valuable inputs for the cost reduction and business process re-engineering. To do the task great harmony and team work so that the common interest of the organization to be achieved.

**Personal Details** :-

**Name : KULDEEP RANA**

**Father’s Name : Sh. Chattar Singh Rana**

**Date of Birth : 13th November, 1970**

**Permanent Address : Distt. Kangra, Himachal Pradesh**

**Present Address : Surjit Colony, Street No.2, Bhambian Kalan, Ludhiana.**

**Martial Status : Married**

**Contact Numbers : +91 8968889724, 8968839116**

**Email Id : ranakuldeep1970@gmail.com**

**Academic Qualification**:-

* B.Com from H.P. University, Shimla in 1993.
* One Year Computer Diploma in Financial Accounting and other application like MS Office, Internet, Email & Tally from “**Sun Consultants**”

**Professional Experience :-**

* From Year 1993-2001 in “**M/s. Woolways India Limited**” Ludhiana, a Manufacturer and Export House of TextileHosiery& Knitted Garment as an “**Accountant”.**
* From Year 2001-2009 in “**M/s. Nikkamal Jewellers**” Ludhiana, a well renowned name for the Ornaments, Jewels and Gems. Exporter of Gold Ornaments and Gems as well as wholesale and retail selling through its retail outlets as **“SeniorAccountant”.**
* From Year 2011-2013 in “M**/s. Subhash Explorers**” Ludhiana a Manufacturing and trading unit of Oils & lubricants and Machines as **“Asstt. Accounts Manager”**
* From Year April 2013 – December 2018 in **“M/s. Maharaja Cotspin Limited”** Ludhiana from April 2013, a well renowned name in Textile Industries as an **“ Manager Accounts”.**
* Presently working in **“M/s. Modak Dyeing & Printing Company Pvt. Ltd. ”** Ludhiana from January 2019, a well renowned name in Textile Industries as an **“ Manager Accounts”.**

**Job Description :-**

* Dealing with Banks for Import &Export Bills Negotiation and Realization of payments.
* Cash ,Journal, Sale and Purchase Authorization and Checking
* Salary and wages checking
* Daily funds position of Banks
* All works related to Banks
* Debtors and Creditors Reconciliation
* Bank Reconciliation
* TDS Return
* GST Return
* Income Tax & Sales Tax Assessments
* All other works related to Income Tax & Sales Tax Department
* Preparation of MIS
* Finalizations of Account Books & Balance Sheet
* Focus on results or overcomes or outcome oriented
* Team oriented and people oriented behavior
* Motivate to identify and understand the casual structure of relevant environment

SALARY DRAWN (CTC) : Rs.65000/- per month.

**KULDEEP RANA**