

# CURRICULUM VITA

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### **PRESENT ADDRESS:**

**Rahulshukla**

VPO-duhiya, TEHSIL-gyanpur DISTT. Santravidash  
nagar bhadohi (Uttar Pradesh)

**EMail:shuklarahul616@gmail.com Mob**  
**no: 6377199450,7597477110**

### **OBJECTIVE:**

*"To work with the best in industry so that I can utilize my skills potential & experience to the maximum & to become a value addition to the organization along with focusing on self development. Graduation appearing with over 10 years of experience in distribution network."*

### **PRESENT JOB:**

**Company Name:** ASSOCIATED ROAD CARRIERS LTD.

**Designation** : Divisional /account/audit ccd officer

**D.O.J** : Nov.2020 to present

### **JOB PROFILE:**

- > All type of internal audit analysis system.
- > Ability in problem solving, decision making & office supervision for best distribution network on time.
- > Operations audit analysis.
- > Like-verification of lorry hire, check post expenses, MHC, Crane expenses, weight loss & others..
- > Reduction in operational cost & improvement in recoveries from lorry hire payments (i.e. elhpm, delay delivery penalty, late submission ack, postage and bond etc..)
- > Money Receipt-Verification for continuous improvement in dcc & other collections in line with parcel delivery..
- > Strong verification of Incidental and strong verification of margin of cons..
- > Financial audit analysis;-
- > Review for Budgeted Administrative expenses..
- > Verification of payments vouchers in all respects & ensure bill payments-on time, accurate accounting, pucca bill/cash memo...
- > Strong efforts for reduction in expenses & continuous improvements in income..



- > Verifications of bill freight deductions..
- > On time compliance of TDS, SERVICE TAX & other statutory provisions; -is like-verify TDS deductions of freight bill & ensure quarterly collections of tds certificates..
- > Prompt actions recovery of EMD & security deposited and clearance of pending IBT & BRS verifications entry on time..
- > Ensure cash & bank balance limit..
- > Documents audit analysis...
- > Deeply verification of cash and bank statement analysis..
- > Ensuring all documents, stationary preparations & timely movements of documents...
- > Regular monitoring & actions for missing documents & old stationary.
- > Branch Visit System;-
- > Regular & result oriented branch visit for improvements in business & control in operations cost, collections, general administrations, infrastructure particularly manpower etc...
- > Documents verification of shipments before next connectivity.
- > Maintain stock through the system.
- > Initiative in disposal of cooling shipments.
- > One time delivery connectivity on morning busy hours..
- > Making good & healthy relationship with vendors drivers & staff for 100% on time connectivity of shipments..
- > Excellent Interperson all and communication skills.
- > Physical Verification of stocks and proper record maintenance
- > Maintenance & settlement of Claims of the OUT shipments and IN shipments
- > Checking for required documentation with respect to state/Region
- > Coordinating with the customer for the Query of the shipments and resolving .
- > Checking the Internal Bills as well Vendor.

### **ORGANIZATIONAL EXPERIENCE**

- > 6.5 Year Experience in TRANSPORT COOP INDIA LTD 'Since As a senior Accountant in GOA.
- > Currently Working in ARCD Divisional ccd/account/audit officer

### **ACHIEVEMENT:**

- > Working experience with logistic & TRANSPORT company TCILtd.
- > Successfully working morning TO Evening.
- > Play a major role for all around of Divisions Business growing..
- > One additional activity for HR/Personal claim, legal etc...



### **PERSONALPROFILE:**

Name :Rahul Shukla  
Father'sName :Sh.VirendraKumarshukla  
Dateof Birth :09-04-1991  
Gender : Male  
Address;- :V.P.O-gyanpur,Distric-santravidashnagar  
(bhadohi)Teh- gyanpur (up)  
MaritalStatus;- Married

### **EDUCATIONALQUALIFICATION:**

- 1 Graduation B.Afromomuchch sicshasansthangopiganj(bhadohi)up
- 2 Intermediatefrommaa sardaintermediatecollagedavanpur(bhadohi)up
- 3 High Schoolfrom sanskitboard lucknow(up)

### **COMPUTERLITERACY:**

- > Basicknowledgeofcomputerapplicationsandwellversedto  
working windows , MS Office , MS Excel

### **LANGUAGEKNOWN:**

- > English, Hindi

### **HOBBIES:**

Play cricket&Listening music orgettingnewthings.

### **DECLARATION:**

Therebyinformthataboveinformationistrueuptomyknowledge.

**Date:**

**Place:Duhiya**

**Rahulshukla**