

# PANKAJ RATHI

## CONTACT

- 📍 M-68/5 KRISHAN VIHAR  
NEW DELHI-110086
- ☎ 9910696810
- ✉ rathi7041@gmail.com

## EDUCATION

Bachelor of Arts  
**Delhi University, Delhi**

Class 12<sup>th</sup> Senior Secondary  
**CBSE Board, Delhi**

Class 10<sup>th</sup> Secondary  
**CBSE Board, Delhi**

## LANGUAGES

- ENGLISH
- HINDI

## PERSONAL DETAILS

- Name - Pankaj Rathi
- Father Name - Mr. Shivpal Rathi
- Mother Name - Mrs. Meena
- Date Of Birth - 11-10-1996
- Marital Status - Single
- Nationality - Indian

## PROFESSIONAL SUMMARY

Dedicated and experienced logistics professional with over 5 years of "Organized and proficient Financial Controller seeking a position with a forward-thinking firm to utilize expertise in financial data evaluation, forecasting, and strategic planning to enhance business performance and drive growth. Dedicated and detail-oriented accounting professional eager to apply foundational knowledge in accounting operations, financial reporting, and data analysis to support a dynamic finance team, while expanding expertise in ledger management and financial software

## EXPERIENCE

August 2022 - Current

### KIRAT LOGISTICS

DESIGNATION - Accountant

- Assist in maintaining accurate financial records, including accounts payable and receivable
- Conduct bank reconciliation to ensure the accuracy of transactions and resolve discrepancies
- Help in the preparation of monthly financial statements and reports
- Prepared supporting documentation for audits and assisted in the audit process
- Processed customer payments and provided follow-up on outstanding invoices.
- Assisted in maintaining Accurate customer Accounts in the systems.
- Maintained Detailed Records of billing adjustments and provided customers with accurate, timely Invoice.

December 2020- July 2022

### CA DK Khandelwal Co

DESIGNATION - Accountant

- Field Work
- Manage the Customer Accounts
- Manage Documentation of Customers

## SKILLS

- Filling GST Return
- Filling ITR
- Filling of EPFO and ESI
- Generating E-Invoice and E-Way Bill
- Billing Operations
- Accounts payable
- Accounts receivable
- Bank reconciliation
- Financial reporting
- Data entry
- Tally Prime, ERP- 9 & Busy Software