

RAHUL
N/38-333 CD PARK
JAHAGIRPURI DELHI-110033
Mobile no. – 9891833743
Email address – rk2211196@gmail.com

WORKING EXPERIENCE:

- Currently working at Jai Maa Logistics Pvt. Ltd. since February 2025 Key Responsibilities:
 - Manage daily accounting operations, including managing accounts payable, accounts receivable, and general ledgers.
 - Reconcile accounts and resolve discrepancies in a timely manner.
 - Develop and implement internal controls to ensure financial integrity and compliance with relevant laws and regulations.
 - Coordinate and supervise the accounting team, providing training, mentorship, and performance evaluations.
 - Ensure accurate and timely financial reporting, including monthly, quarterly, and annual financial statements.
 - Prepare tax filings and liaise with tax authorities to ensure timely and accurate submission.
 - Assist in the preparation of financial reports for management.
 - Manage vendor relationships and ensure timely payments for services rendered.

- 3+ Years' experience at Labh Logistics
 - Manage daily accounting operations, including managing accounts payable, accounts receivable, and general ledgers.
 - Reconcile accounts and resolve discrepancies in a timely manner.
 - Develop and implement internal controls to ensure financial integrity and compliance with relevant laws and regulations.
 - Coordinate and supervise the accounting team, providing training, mentorship, and performance evaluations.
 - Ensure accurate and timely financial reporting, including monthly, quarterly, and annual financial statements.
 - Prepare tax filings and liaise with tax authorities to ensure timely and accurate submission.
 - Assist in the preparation of financial reports for management.
 - Manage vendor relationships and ensure timely payments for services rendered

6 Months experience in Accounts Receivable (Outstanding) department at Labh Logistics

Handling 1 Branches

- Final verification of all bills.
- Making Write Off of Bad debt, Credit Notes & Debit Notes.
- Making reports regarding pending outstanding amount of company's debtors and submitting to my superiors.

2 Year 10 Months experience in Advance Securities System

- Manage daily accounting operations,
- Reconcile accounts and resolve discrepancies in a timely manner.
- Coordinate and supervise the accounting team, providing training, mentorship, and performance evaluations.
- Ensure accurate and timely financial reporting, including monthly, quarterly, and annual financial statements.
- Prepare tax filings and liaise with tax authorities to ensure timely and accurate submission.
- Assist in the preparation of financial reports for management.

SKILLS:

- Knowledge of Transport Software
- Knowledge of Tally Software.
- Knowledge of E-mist Software.
- Knowledge of Busy Accounting Software.
- Knowledge of Excel.
- Knowledge of E-Transport Software.

EDUCATIONAL QUALIFICATION:

- Graduate (B.A) from Delhi University.
- 12th Passed from C.B.S.E. Board.
- 10th Passed from C.B.S.E. Board.

PERSONAL PROFILE:

Date of Birth : 22/Nov/1996
Father's Name : Mr. Arjun Sharma
Marital Status : married
Languages : Hindi & English
Hobbies : Bike Rading & Travelling

DECLARATION:

I hereby declare that the foregoing information is correct and complete to the best of my Knowledge and belief.

Date:

Place: New Delhi

(RAHUL)