

CURRICULUM VITAE

RAVINDER MEHTA

Permanent Address- H. No.
188, ALIPUR Delhi-110036

Mob No: +918920880753
Email ID:- ravindermehta8920@gmail.com

COMPETENCIES

- Bookkeeping
- MS WORD
- E-way-Bill(E-Invoice)
- Journal Accounting
- Command in Excel
- GST

OBJECTIVE

"Looking to secure a challenging new role where skills, positive and progressive attitude can be applied"

Believe in working positively with dedication. Love to work in team spirit. Always Acquires knowledge, ability to find the positive energy in the work. "To build professional experience in accounting, planning and finance industry".

Experience

- I have worked with Chartered Accountants firm (Zenith Partners ADY & Co) FORM (May, 2019 to Sep 2020).
- Worked with DELITE PLASTIC INDUSTRIES & PLASTO POLYMER INDIA (Manufacturing Company) (Accountant). Form (Dec,2020 to Jan,2022).
- Currently Working with HINDUSTAN GEOSYSTEMS PVT. LTD. (Manufacturing Company) (Accounts Head) from (Feb,2022).

Having Working Knowledge and Experiences

- Command in the Busy
- GST Reconciliation
- Working Experience of GST Return.
 - Prepare & File GST R-1 Return.
 - Prepare & File GST R-3B Return.
 - Prepare GST Challan & Payment.
- GST Knowledge – SGST, CGST, IGST, UTGST & R.C.M.
- CONSIGNEE & BUYER Address, Bill to Ship to
- Bill wise details in sale ledger
- R/OFF by Default
- Data Transfer Online By mail
- BRC = Saving A/c & Currents A/c
- ERP Software, Google Sheet worked
- Stock handling / Maintain by moment Analysis in Busy Software.
- Sale/ Purchase (Item & Office Expense)
- Debit Note / Credit Note (Item wise/without item, rate difference).
- Billty fill for transport.
- Import (Purchase)
 - Bill of Exchange (BOE)
 - BILL of Entry (BE)
 - Commercial Invoice (CI)
 - Packing List (PL)
 - Inbound
 - Outbound
 - Tracking ICE GATE
 - Shipping Bill
 - ICE GATE BOE Status / Payments status
 - Purchase E-way Bill make
- Purchase Order (P.O), & Sale Order
- ERP entry for stock maintenance.
- Processing all the relevant documents on daily basis.
- Filing Income Tax Return (Personal) online.

- E-way Bill Generate.
 - E-way Bill generate Both for sale & Purchase.
 - E-Invoice Bill Generate Manually & Auto Generate.
- GSTR 2A return match with busy software.

Educational Qualification

- 10TH Passed from CBSE Board. (2016)
- 12TH Passed from CBSE Board. (2018)
- Final Year B.com from IGNOU.

Technical Knowledge

- Six Months Diploma in Computer Application (MS Office, Excel, Word, Power Point).
- Busy software 18,21, Rel 3.0 & 5.3,8.0,8.2,3,4,5.
- Tally ERP 9
- Data Analytics Using Python, C++, Java.
- SQL (Structure Query Language).
- Power BI

Personal Details:

Father's Name	Mr. Chander Kumar Mehta
Date of Birth	03 April 2000
Hobbies	Playing Cricket
Languages	English & Hindi
Sex	Male
Marital Status	Unmarried

I hare by declare that above mentioned facts are true to the best of my knowledge.

(Ravinder Mehta)