**RESUME**

Manoj Rana

H.NO.134, Village Khirki,

Malviya Nagar,

New Delhi-110017

Mobile: - 9810742999

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**OBJECTIVE:**

Challenging assignment, Which demand responsibility and interaction with people, Where one can prove his multidimensional worth and contribute toward the organization’ growth in conjunction with personal advancement.

**PRESENT JOB:- JAIPURIA GROUP, CORPORATE OFFICE, PUSA ROAD, NEW DELHI**

Jaipuria Group Business in Textile in the Name of Ginni International Limited, Education Sector in the Name of Jaipuria Institute of Management & Power Sector in the Name of Ginni Global Limited & other group companies. My appointed in M/S Ginni Global Limited, corporate Office Delhi, Manufacture Hydro Electric Power in Himachal Pradesh, Village Taraila & Village Balsio, Distt. Chamba. (10 MW PROJECT) & looking also Jaipuria Schools & Jaipuria Institute Accounts.

**M/S Ginni Global Limited, Corporate office, Delhi**

July-2006 to March-2010 Sr. Accounts Executive

April-2010 to till date Deputy Manager- Accounts

**JOB RESPONSIBILITIES:**

Branch Accounting (Delhi, Taraila & Balsio Project site)

Jaipuria Schools & Institute Accounting upto Balance Sheet

Civil Contractor Bills finalization

Accounts books finalization

Accounts Payable Reconciliation

Accounts Receivable Reconciliation

Monthly TDS Deposit on line & Quarterly Return deposit

Monthly & yearly staff Income tax computation

Quarterly & yearly form 16 &16A

Monthly MIS report

Monthly work contractor Tax & Yearly certificate Issued

Service tax

Statuary, internal & tax audit yearly

Preparing Quarterly & final balance sheets

Yearly budget

Monthly MIS

Comparison Expenses With monthly & yearly budget.

Tally ERP-9 Independent maintenance the software.

Day to day work checking.

**PAST WORKING EXPERIENCE:**

1. **M/S Bisleri International Limited, Noida Unit.**

April-99 to March-2001 Accounts Assistance

April-2001 to March-2003 Accountant

April-2003 to July-2006 Accounts Executive

**Nature of Jobs: -** worked in Noida unit & manufacturing Brand Name Bisleri Minerals water. My jobs profile as given below:

Books Keeping

Sales Reconcile

Accounts payable Reconcile

Accounts Receivable Reconcile

Raw Material & Finish Stock Reconcile

Inward & outward material check.

1. Worked as Accounts Assistance since April-1998 to March-1999 in M/S Associate Construction Co., Arjun Nagar. Nature of work preparing showrooms, office, interior decoration etc.
2. Worked as Accounts Assistance since January-1996 to March-1998 in M/S Bata India Limited, Badarpur (north India regional office), manufacturing Bata shoes

**QUALIFICATION:**

B.COM from Kakatiya University, Andhra Pradesh

**HOBBIES:**

Traveling, long driving, music listening

**SALARY**

Presently CTC: - 600000/-

**SALARY EXPECTATION**

Best of Industries

**PERSONEL PROFILE:**

Father’s Name : SH.K.C.RANA

Date of birth : 21st June 1970

Marital status : Married

Regional : Hindu

Nationality : Indian

**Date:**

**Place: New Delhi (Manoj Rana)**