**Rashmi Negi**

House No. 90, Pocket -2, Block – G, Rohini Sect- 15 Delhi-110089

Telephone: **9810899106**

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Date of Birth: January 8th, 1981

### OBJECTIVE:

Pursue career in the fraternity of finance through a progressive organization offering a conductive work environment & opportunity for permanent growth that welcomes a dynamic, result oriented professional.

### PROFESSIONAL EXPERIENCE:

Organization : **K V Prateek Enterprises**

Designation : Sr. Accountant

Period : Jun.2020 to Till Date

Organization : **Revival Infra Solutions/Jindal Constructions**

Designation : Sr. Accountant

Period : Jan.2014 to May.2020

Organization : **Blue Bird Leisure & Holiday Ltd**

Designation : Sr. Accountant

Period : Sept.2011 to Jan.2014

Organization : **Servotech Power System Pvt Ltd**

Designation : Accountant Asst.

Period : Aug.2010 to May.2011

Organization : **IHG IT Service**

Designation : Associate Accounts

Period : Oct.2004 to May.2008

### KEY RESPONSIBILITIES:

**BILLING PROCESS**

* Accountable for managing all functions pertaining to timely & complete monthly billing to client within turnaround time.
* Gathering and validating data & formats to ensure completeness & accuracy of data for final invoicing to client.
* Engaged in sending final invoices to client through E-Mailing, hard copy & web-submission within turnaround time and managing reconciliation of monthly invoicing.
* Handling shipment of material. Knowledge of preparing different delivery Challan and E-Waybill.
* Responsible for preparing monthly and quarterly Invoicing report customer wise for management review.
* **Complete Audit of Vendor’s Invoices related to Hotel’s group in U.S & Canadian Countries**
* **Verify the vendor detail and approved vendor according to company policy and setup the new vendor in their system.**

**ACCOUNTS PAYABLE & RECEIVABLE**

* Independently handling vendors and customer accounts for sale and purchase.
* Responsible for reconciling Purchase account to ensure rates and goods are as per the agreed terms.
* Handling Sales accounts to ensure sales recorded properly in financial report. Handling Vendor’s account.
* Quarterly audit of debtors & Creditors ledgers to make sure that books are up to date and without any discrepancy, disbursement of payment by different modes i.e. Through EFT, NEFT & cheque in an efficient, timely and in the manner preferred by the vendor.
* Prepare aging report of Debtors and Creditors for management review.

**PROJECT ACCOUNTING**

* Having experience in preparing Profitability report at project and customer Level.
* Provide reasons to project teams on loss making project to ensure that right measure will be taken by teams on project costing and revenue.
* Prepared financial statements for different projects on monthly/quarterly basis.
* Maintain all sites of Imprest Accounts and Communicate with Contact person regarding expense query, handling petty cash.
* Provide various MIS report for management on project profitability/imprest account/Forecasting etc.

**BANK RESPONSIBILITY**

* Handling daily bank transaction like RTGS/NEFT & cash deposit and withdrawal, Coordination with the bank.
* Preparation of Bank Reconciliation Statements.
* Liaison with bank regarding various loans running/Overdraft. To ensure that banking transaction are running smooth without any disturbance.

**TAXATION**

* Preparing Records to maintain Under GST – GSTR1 & GSTR 3B related to input Tax Credit availed and Output tax payable within the time period of Return filling.
* Responsible for submitting GSTR 3B return after Reconciliation with GSTR2A and GSTR2.
* Vendor Tax Credit Reconciliation – Identify track and communication on vendor wise input tax disallowances.
* After submitted GSTR1 & GSTR3B update their Tax Ledger – Maintain, review, reconcile according to the return.
* Preparation of Various reports & Summery for Management Information Systems(MIS) related to GST Detail.
* Responsible for preparing and submitting TDS monthly challan in bank after prepared their details.
* Responsible for Preparing and submitting quarterly TDS return on time.

**AUDIT AND FINALIZATION OF BALANCE SHEET**

* Responsible for handling all audit query (Internal and External).
* Preparing various balance sheet schedule like depreciation, interest, pre-paid and o/s expenses, stock, sales & purchase etc. under CA guidance.
* Responsible for preparing journal entries, various account analyses, reconciliations and internal reporting during financial statement close.

**COMPUTER COMPETENCY:**

**Working knowledge of various Accounting Software’s**

**Office MS-Office, MS- Excel(intermediate Level-Pivot/VLOOKUP/logical formula), Power Point**

**Tally ERP, People-Soft, Accorde IBPM, Oracle & QuickBooks**

**ACADEMIC QUALIFICATION:**

**B.COM (H) : Delhi University**

**M.B.A.(Finance) : IASE University**

### ****Rashmi Negi****

### Date: