**RACHNA RANA**

Email: [ranarachna22@gmail.com](mailto:ranarachna22@gmail.com)

Phone : 9711856893

Address: C-26, LG-3, Civitech Appt., Suryanagar, Gzb. (U.P)

DOB : 21st May 1986

**SKILL SET**

* Accurate and motivated General Ledger accountant with an extensive financial experience in bank reconciliation, managing ledger accounts, month end reconciliation.
* Excellent time management skill and great teamwork abilities.
* Taxation (Service Tax, VAT/CST)
* Adept in Microsoft Excel
* Excellent communication and presentation skills
* Proficient in Tally and ERP Accounting Software
* Knowledge Of Banking,RTGS/NEFT, GST,E-way Bill.

**WORK EXPERIENCES: -**

**Current Company:**

1. **GLOBAL UPSIDE**

**Job Profile:** Accountant

**Duration:** Aug’ 2018 – Till Date**.**

Global Upside solves business complexity with world-class HR, Payroll, Accounting, Tax, Compliance, PEO, and Talent Acquisition services.

**KRA’s:**

* Working with client’s based on European countries in Oracle software.
* Preparation of Financial package on monthly basis.
* Month-end close processes including bank reconciliations.
* Monthly and Quaterly preparation and submission of vat return.
* Vendor payments and Expense reimbursement on weekly basis.
* Support monthly close process by keeping the record of process like accruals, reclass and intrest on loan entries.
* Bank reconciliation on daily basis.
* Assist in annual audit data for audit purpose.
* With appropriate supporting documentation we prepare journal entries relating to reclass, accruals, depreciation, amortization and variety of other information.
* Working on client’s software i.e., Expendables and quick books and Oracle.
* Preparation of invoices in quick books
* Ensure data accuracy to maintain truthful and precise data by working on improvement of accounting processes and procedures.
* Ensure the integrity of accounting information by verifying, allocating, posting, reconciling transactions and resolving discrepancies.

1. **JSH PACKAGINGS.**

**Job Profile:** Account Executive**.**

**Duration:** Aug’ 2012 to Jul’2018**.**

**COMPANY**:

**JSH PACKAGINGS**- Manufacturer of Corrugated boxes & and corrugated sheets and rolls in Noida, Uttar Pradesh.

**KRA’s**

* Reconciliation of ap/ar and clearing account at month end.
* Bank reconciliation on daily basis.
* Handling petty cash and its reconciliation.
* Branch division reconciliation.
* Scrutiny of various ledgers.
* Assist in submission of tds challan and its return.
* Debtor Reconciliation and interacted with them for any queries related to payment and payment advices.
* Reconciliation and control over Collections through Cash, bank, Credit card.
* Preparation of salary.
* Basic knowledge of EPF, ESI n timely payment of esi/pf and their returns and Payroll
* Assist in Preparation of Balance Sheet.
* Preparing and maintaining statutory books of accounts in accounting software (Tally, ERP-9)
* Service Tax related matters such as timely computation of tax liability, Preparation of Returns, uploading of Return.
* Bank Reconciliation, other routine transactions.
* Make quotation, Purchase Order/Sales Order, Invoice, Debit Note and Credit Note.
* Cash Management, Preparation of Vouchers, and Maintaining Cash Book in Tally.
* Good knowledge of GST.
* Generation of Eway bill.
* Apart from above sometimes act as a recruiter for providing human resource as per the requirement.

1. **Horizon Technologies.**

**Job Profile:**Account Assistant.

**Duration:**Mar’2011 to Feb’2012**.**

**KRAs:**

* Preparing month end Accounts receivable provision reports.
* Bank & Cash reconciliation.
* Scrutiny of various ledgers.
* Debtor Reconciliation.
* Reconciliation and control over Collections thru Cash, bank, Credit card.
* Preparation of salary
* Basic knowledge of EPF, ESI.
* Preparing and maintaining statutory books of accounts in accounting software (Tally, ERP-9)
* Service Tax related matters such as timely computation of tax liability, Preparation of Returns, uploading of Return.

**EDUCATION DETAILS**

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| --- | --- | --- |
| **Examination** | **Institution** | **Year** |
| **CWA** | **Institute Of Cost & Works Accountant Of India** | **2010** |
| B. Com. | Delhi University (School of Open learning) | 2007 |
| 10+2, C.B.S.E. | D.A.V. Public School, Noida | 2004 |
| 10, C.B.S.E | D.A.V. Public School, Noida | 2002 |

**LANGUAGES**

Proficient in English & Hindi.

**COMPUTER SKILLS**

* MS Office
* Quick books
* Tally ERP 9
* Expandables (European client’s software)
* Oracle

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