



## RAGHAVENDRA DIXIT

POSITION: Senior Accountant



India



+917709016452



d\_raghavendrapr@yahoo.com



20 Years' Experience



### Value Added Tax (VAT)

- Assist clients regarding registration of VAT and doing registration as well.
- Gather all the documents for VAT registration.
- Maintaining VAT payable and VAT receivable ledgers.
- Handling Vat input & output VAT
- Vat Return Vat Audit, Vat Act



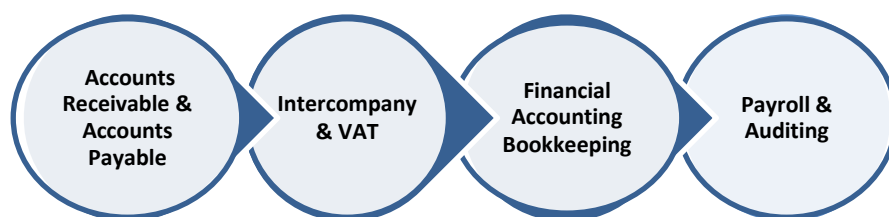
### COMPUTER SKILLS

- Office package (Word, Excel, Access, PowerPoint, FrontPage)
- SAP
- Tally

Compassionate Accountant with more than 20 years of experience, Expertise in management Accounting & Auditing, Finance, TDS, CST, Monthly Excise Return, Service Tax Return, SAP, & MIS. Looking to contribute my knowledge and skills in an organization as a Senior Accountant Professional that offers a genuine opportunity for career progression.



### CORE COMPETENCIES



### SUMMARY OF CAREER

- valuable experience in Accounts receivable/Payable, Book keeping, Bank Reconciliation Statements (BRS), etc. associated with Royal Future General Transport.
- Prepared trial balance, profit and loss statement, balance sheet, Cash flow statement and other reports to summarize current and projected company financial position.
- Adept in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements, fund planning and finalization of accounts.
- Ensure VAT is correctly accounted for within the books of account and VAT control accounts.
- Maintaining petty cash, processing reimbursement claims of staff, advance to staff, cash transaction and other day-to-day expenses, payment vouchers etc.
- Analyze Cost Variances of the Projects and prepare reports.



### EDUCATION

- **Nagpur university, India**  
**Bachelor of Commerce**

1990



## VALUABLE EXPERIENCE

**1989-1996**

- Responsible for Sales Tax Assessment with Sales Tax Authorities.
- Three years of Work Experience in Trading Books Writing where the key responsibility was to maintain F.O.B. and C.I.F. value as per accounting standards.



## PERSONAL INFORMATION

Nationality  
Indian

Gender  
Male

Marital Status  
Married

Languages Known  
English, Hindi, and Marathi

Date of Birth  
26.10.1969



## REFERENCES

Available upon request



## MAJOR ROLES IN VARIOUS ORGANISATIONS

### AL ADIL TRADING CO LLC, DUBAI, UAE

**Accounts Receivable (Dec 2018- Feb 2020)**

- Sales Invoices Authorization and Posting and Bank Receipts Posting
- Issuance of Debit & Credit Notes
- Preparation of monthly sales report for management.
- Periodic visit to customers for collection.
- Daily routine accounting cash & Bank receipt & payment entries.
- Monthly Stock Counting at Various Shops

### JAL INTERNATIONAL CO. LTD. SAUDI ARABIA

**Accounts Receivable (Jan 2016 – Jan 2018)**

- Preparation of Monthly Manpower Supply Invoicing to Clients In the Kingdom of Saudi Arabia.
- Preparation of Receivable Statement on weekly basic and follow-up with clients for Payment recovery.
- Issuance of Debit & Credit Notes to Clients & their accounting.
- Invoices Booking In Accounting Software
- and performance evaluation

### ADANI WILMAR LIMITED, NAGPUR INDIA

**Executive - Senior Accounts Officer (Aug 2008 - Jan 2016)**

- Handling out all day to day accounting and multiple accounting works like passing JV, Reconciliation work, Trial Balance with head office on monthly basis.
- Review and supervise the MIS Reports of the company and manage funds under management authority.
- Efficiently and effectively carry out direct and indirect taxes.
- Monitoring execution of accounting functions within strict timeline. Adhering to the various quality measures and implementing it efficiently. Implementing initiatives to ensure cost effective accounting process as per decided standard.
- Completion of statutory and other audits by engaging external auditors.
- Finalization of Accounts with Costing, also handling TDS and CST matters.
- Maintaining payment books in SAP accounting package.
- Handling Accounting, & Taxation work as the core responsibility through Leading, Co-coordinating, Directing, and managing a large team

### RUCHI SOYA INDUSTRIES LTD, BUTI-BORI, INDIA

**Accounts Officer (Nov 2005 - Jul 2008)**

- In Direct Taxation work (Excise, Service Tax & VAT Returns Filing and Payments)
- Preparation of VAT Audit Data & Assessment working
- Preparation of Quarterly Service Tax refund claim for Export Services
- Routine accounting work and head office reconciliation on monthly basis



## DOMAIN SKILLS

- SAP Accounting Professional, offering over experience in handling Accounts, Finance & Taxation
- Professional credibility in the areas of Taxation, Auditing, generating reports on VAT & CST Return, VAT Audit and Sales Tax Assessment work etc., and Excise and service tax return on monthly basis
- Awarded by the management team for good work in timely feeling of all Report Generation & statutory returns with the respective departments in time schedule.
- Well versed in costing reports, like material variances accurate report to head office.
- Preparation of Report on Quarterly, Monthly, Half Yearly & Annually Profit & Loss A/C , Balance Sheet related work like preparation of Balance sheet, schedules duly reconcile with Trial Balance.
- Preparation of variances analysis reports verses budget & material consumption report.
- Well versed in preparation of Value Added Tax return & its filing online works.
- Handle of Internal audit as well as statutory audit related work quarterly, half yearly & yearly basis.
- Smoothly handling of SAP system for material variances reports & costing reports.
- Preparation of customers & suppliers ledger A/C reconciliation work.

## MINOR HYDRO SYSTEMS PVT LTD, NAGPUR, INDIA

**Accounts Officer (May 2004- Oct 2005)**

- Responsible for maintaining balance sheet, Sales tax, Service tax & Income tax and day to day routine accounting work.
- Checking of monthly sales bills with parties' order, Acceptance & Purchase order, checking of monthly journal voucher, cash voucher and preparing reconciliation like Maruti Udyog Ltd, Kelvinator, Hero Honda Ltd, Escorts Ltd, and All Div. Mark Auto Ltd. situated in North Zone, Delhi.

## ANAND MOHATA AGRO INDUSTRIES PVT LTD, INDIA

**Accountant (Jun 2002 – May 2004)**

- Responsible for day to day account activities like cash & bank entries, journal entries.
- Preparation of monthly TDS and Sales Tax return along with annual return of sales.

## GAS POINT PETROLEUM INDIA LTD, NAGPUR INDIA

**Assistant Manager (Aug 2008 - Jan 2016)**

- Accountable for branch accounting process like balance sheet and also responsible for coordination with all India branches.
- Preparation of monthly Bank Reconciliation Statement, Head Office Reconciliation.
- Preparation of monthly TDS and Sales tax return.
- Scrutiny of Sundry debtor and Sundry credit

## FERRO ALLOYS CORPORATION LTD, NAGPUR, INDIA

**Accounts Assistant (Apr 2000 - Aug 2001)**

- Responsible for maintaining Export Accounting and Export Documentation work.
- Responsible for maintaining Export Incentive Scheme like Duty Entitled Pass Book scheme (DEPB) which was issued by Director General of Foreign Trade and also responsible for maintaining Anti-Dumping Works.
- Preparation of Letter of Credit bills for the company.

## NECO SCHUBERET & SALZAR LTD, NAGPUR, INDIA

**Accounts Officer (Oct 1997 - Apr 2000)**

- Preparation of Monthly Stock System, Finalization of Accounts, responsible for Tax Auditing.
- Analyzing of reports with the help of Management Information System (MIS).
- Highlighting the performance through Fund Flow statement and Cash Flow statement.