**CURRICULUM VITAE**

**AVANINDRA KUMAR RAI**

E-467, Madipur, Punjabi Bagh, New Delhi

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**E-MAIL ID: -** [**avanirai89@gmail.com**](mailto:avanirai89@gmail.com)

**OBJECTIVE**

 To work in a competitive environment that provides me ample opportunities to grow as an individual as well as an employee.

**EDUCATIONAL QUALIFICATIONS**

 **MBA (Finance)** From Punjab Technical University Delhi in 2014

 **B. Com**. From VBS Purvanchal University Jaunpur in 2008

 12th  from U.P Board in 2005

 10th  from U.P Board in 2003

**PROFESSIONAL QUALIFICATION**

I have qualified Certified Industrial Accountant **(CIA)** Course from The Institute of Computer Accountants **(ICA)**, Paschim Vihar, New Delhi.

 **Knowledge of Basic Computer, MS Word, Excel, Tally (9.0), PowerPoint, Internet, BBE & BLITZ(SOFTWARE)**

**WORK EXPERIENCE:**

**Total 5 Years Experience in Finance & Accounts Dep.**

Presently working with **M/S Maharaja Agrasen Hospital**, **Punjabi Bagh,** **New Delhi** as **Executive Finance & Accounts** since May 2014 to till date.

**JOB PROFILE:**

♦ Day to day accounting, **Billing** and billing queries handling,Govt.billing,TPA billing Statement of Doctor Visit & Their visit charges, Calculation of Rent, Ventilator, Nebuliser & Infusion charges,TPA handling, Panel Bill, Voucher Entry, work experience on Tally, Bank & Vendor (Debtor & Creditor) reconciliation, Accounts payable / receivable , Customer payment& Their Reconciliation, Cash Maintenance, Ledger posting.

Worked with **M/S Cherryhills Interiors Ltd**, E-25, **East of Kailash,** **New Delhi** as **Associate Finance & Accounts** since May 2013 to April 2014.

**JOB PROFILE:**

♦ Day to day accounting, Purchase Order, Goods Receipt Note, Purchase & Sales Entry, Voucher Entry, Bank Reconciliation, Vendors/Customer payment& Their Reconciliation, Preparing reconciliation monthly, quarterly & yearly, Accounts receivable, Accounts Payable, Ledger posting, C Form update with sales tax return, MOS, Journal entries, Balance Sheet, ITR.

♦ Deposition of company cheques, Personal cheques, Fund Transfers, Salary requests into bank, Making customer's pending payment  
♦Withdrawal & Deposition of Cash along with maintaining CASH BOOK on daily basis.  
♦ Banking Communication & Correspondence regarding Cheque related queries, making DD / pay order, bank charges  
♦ Vouchers Making of cash & Passing of voucher entry in tally

Worked with **M/S OVN Trading Engineers Pvt. Ltd. C-40, Okhla-II**, **New Delhi** as **Account Officer** since Feb 2010 to 30 April 2013.

**JOB PROFILE:**

♦ Maintaining day book, Petty cash, Payment follow-up, Invoice Checking, Quarterly half yearly and yearly Billing, Vendor Reconciliation, working knowledge of CENVAT, TDS/service tax/VAT.

\*Payment confirmation to sales team and updation of payment details in the system.

♦ Annual Maintenance Contract (AMC) incharge.

▪ Preparing & maintaining MIS records., Visit Report, Maintain Annual Contract Data**.**

▪ Create AMC Proposal and receive the P.O from party raise invoice against P.O.

\* Responsible for attendance salary register.

\*Assistance in preparation of other financial reports.

♦ Other **Accounts** & HR related work.

**PERSONAL DETAILS**

Date of Birth : 2nd April 1988

Father’s Name : Shri Lalchand Rai

Nationality : Indian

Religion : Hindu

Marital Status : Unmarried

Date:-

New Delhi:  **(Avanindra kr Rai)**