

# CURRICULUM VITAE

## **RAM LAL YADAV**

H. No-4670, Maloya Colony,

Chandigarh (U.T.)

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## **OBJECTIVE**

- To work in reputed concern to have overall development of my skills and personality for the benefit of the organization in the long run preparing myself for taking a greater responsibility within the organization.
- Prove all things; hold fast that which is **Good**.

## **EDUCATIONAL QUALIFICATIONS**

- 10<sup>th</sup> from U.P. Board Allahabad with 2<sup>nd</sup> division in 1996
- 12<sup>th</sup> from U.P. Board Allahabad with 2<sup>nd</sup> division in 1998
- B. Com. from Gorakhpur University with 2<sup>nd</sup> division in 2001
- M. A. from Gorakhpur University with 1<sup>st</sup> division. In 2003

## **TECHNICAL QUALIFICATION**

- Advance Diploma in Computer Application (**ADCA**) **Dos**, MS Office (**Word, Excel**) **Power Point**, Programming in **Basic**, Programming in **FoxPro, C & C++**.
- **Working Knowledge of ERP Tally 9 Latest Versions.**
- Working Knowledge of Industrial Manual & Computerized Accounts-(**Taxation, TDS, EPF, ESI, Finance** and **Banking**) from City Commerce Academy Chandigarh.
- Working Knowledge of **Internet**.

## **SOCIAL WORK**

- **National Cadet Core (N.C.C.)** “C” Certificate with B Grade Marks.
- **National Service Scheme (N.S.S.)** Two years service certificate.

## **JOB RESPONSIBILITY**

- Generation of the entire Voucher i.e. Cash Receipt/Payment, Bank Payment/Receipt, General Journal Vouchers.
- Preparation of Sale Invoices
- Preparing of Financial Position as per require ( Weekly, Monthly & Quarterly basis)
- Fund Management.
- Preparing & Deposit of Sale Tax, Making Sale Tax Return
- Preparing of TDS, TDS return, & TDS Certificate.
- Cross Check of Purchase Bill from P.O. & Bill Forwarding.
- Maintain the Purchase Order.
- Issuing of credit / debit notes vouchers.
- Audit of Accounts Department & Store Stock.
- Preparation and presentation of monthly Stock Statement.
- Bank Reconciliation
- Party Reconciliation monthly basis.
- Maintaining books of accounts, filling and making of vouchers
- Salary Preparation & Distribution to Staff.

## WORKING EXPERIENCE

<b>Duration</b>	<b>July 2012 working</b>
<b>Company Name</b>	<b>Kare Partners Group India Pvt. Ltd. (Silver Oaks Hospitals, Mohali, Punjab)</b>
<b>Designation</b>	<b>Senior Accountant</b>
<b>Job Profile</b>	<b>Financial Position Taxation As : VAT Preparation, Deposit &amp; Return, TDS Preparation, Deposit &amp; Return ( Salary 24 Q &amp; Non Salary 26 Q) &amp; Certificate Generate , Salary Preparation, Bank Reconciliation, Payable &amp; Receivable from Debtor &amp; Creditor, Prepare of Bill, Trail Balance &amp; Banking &amp; Finance</b>
<b>Duration</b>	<b>Apr 2007 – June 2012</b>
<b>Company Name</b>	<b>Chaitanya Hospital, ( Sector 44 C, Chandigarh )</b>
<b>Designation</b>	<b>Senior Accountant</b>
<b>Job Profile</b>	<b>Financial Position Taxation As : VAT, TDS, Salary Preparation, Bank Reconciliation, Payable &amp; Receivable from Debtor &amp; Creditor, Prepare of Bill, Trail Balance &amp; Banking</b>
<b>Duration</b>	<b>Apr 2006 - Feb 2007</b>
<b>Company Name</b>	<b>Network India Pvt. Ltd.</b>
<b>Designation</b>	<b>Accountant</b>
<b>Job Profile</b>	<b>Taxation, VAT Preparation &amp; VAT Return, TDS Return, Salary Preparation &amp;</b>

	<b>Distribution, Bank Reconciliation, Maintaining of Ledger of Party &amp; Making Trail balance</b>
<b>Duration</b>	<b>Jan 2005 - Feb 2006</b>
<b>Company Name</b>	<b>The Indiana Clothing Export Company Pvt. Ltd</b>
<b>Designation</b>	<b>Dypt. Incharge ( Store )</b>
<b>Job Profile</b>	<b>Maintaining of Stock, Ledger Maintain of Party, Issue &amp; Receive of Material, Cost Decision of Materials etc.</b>

### **PRESENT EMPLOYER COMPANY DETAIL**

- **At present working with Kare Partners Group India Pvt. Ltd., (US based Company) Mohali, Punjab as a Senior Accountant.**

### **STRENGTHS**

- Strong determination
- Confidence
- Punctual
- Positive thinking

### **PERSONAL DETAILS**

Name : **RAM LAL YADAV**  
 Father's Name : Sh. Ram Moorat  
 Date of Birth : 15<sup>th</sup> September 1981  
 Nationality : Indian  
 Sex : Male  
 Marital Status : Married  
 Languages Known : Hindi, English & Punjabi

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**(RAM LAL YADAV)**