CURRICULUM VITAE

NAME: **KRIPAL SINGH RAWAT**

ADDRESS: **1, VIVEKANANDPURI NEAR SARIA ROHILLA, NEW DELHI-110007**

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CAREER OBJECTIVE

Seeking a position as an Accountant where extensive experience will be further developed and utilized.

PROFESSIONAL EXPERIENCE

EMPLOYMENT RECORD (Start from Current Employment)

1. **Organization: INSTITUTE OF CHINESE STUDIES**

Designation: ACCOUNTS OFFICER

Duration : AUGUST 2013- TILL Date

Company profile: The **Institute of Chinese Studies, Delhi (ICS)** is one of the oldest research institutions on China and East Asia in India. With support from the Ministry of External Affairs, Government of India, it is the mandate of the ICS to develop a strategic vision for India's dealings with China and to help adapt India's priorities quickly and appropriately to address the research and educational demands arising from China's emergence.

Job Responsibilities

General Accounts

1. Maintenance of day-to-day booking of expenses in Cash Books, Ledgers & Bank Accounts.
2. Preparation and Filings of e-TDS returns for Salary, Contractor, Sub-contractor, Professional charges, Rent and other sums.
3. Finalization of projects, filed trip, conferences & seminars accounts of MEA, ICSSR.
4. Assisting Chartered Accountants in Finalization of Balance Sheet and Profit & Loss account
5. Payment of Bills after statutory deductions.
6. Reconciliation of accounts i.e., Vendor accounts, Inter-Unit accounts & bank a/c.
7. Daily vouchers entry in Tally 9.erp. and prepared vouchers.
8. Responsible for Reimbursement of Local Conveyance, Travel Expenses & other Daily Expenses.
9. Liaison with Banks, financial institutions, statutory bodies like Income Tax.
10. Project wise settlement with grantee.
11. Provisions/Accrued expenses and related TDS
12. FDR and Fund Reconciliation every month.

Payroll Accounting

1. Handling day to day queries of Employees relating to Salary.
2. Responsible for the Full & Final Settlements of Employees.
3. Responsible for preparation of Salary for more than 60 Employees after statutory deduction.
4. Responsible for computation and deposition of TDS.

5 Responsible for taking Investment Declaration from all salaried Employees for their TDS deduction.

2. Organization: INSTITUTE OF PEACE & CONFLICT STUDIES

Designation: ACCOUNTS OFFICER

Duration : JUNE 2009- JULY 2013

Company profile: The Institute conducts independent research on conventional and non-conventional security issues in the region and shares its findings with policy makers and the public. It provides a forum for discussion with the strategic community on strategic issues and strives to explore alternatives.

Job Responsibilities

General Accounts

13 Maintenance of day-to-day booking of expenses in Cash Books, Ledgers & Bank Accounts.

14 Preparation and Filings of e-TDS returns for Salary, Contractor, Sub-contractor, Professional charges, Rent and other sums.

15 Assisting Chartered Accountants in Finalization of Balance Sheet and Profit & Loss account

16 Payment of Bills after statutory deductions.

17 Reconciliation of accounts i.e., Vendor accounts, Inter-Unit accounts & bank a/c.

18 Daily vouchers entry in Tally 9.erp. and prepared vouchers.

19 Responsible for Reimbursement of Local Conveyance, Travel Expenses & other Daily Expenses.

20 Liaison with Banks, financial institutions, statutory bodies like Income Tax.

21 Project wise settlement with grantee.

22 Provisions/Accrued expenses and related TDS

23 FDR and Fund Reconciliation every month.

Payroll Accounting

6 Handling day to day queries of Employees relating to Salary.

7 Responsible for the Full & Final Settlements of Employees.

8 Responsible for preparation of Salary for more than 60 Employees after statutory deduction.

9 Responsible for computation and deposition of TDS.

10 Responsible for taking Investment Declaration from all salaried Employees for their TDS deduction.

3. Organization: SPECIALITY MERCHANDISING SERVICES PVT. LTD.

Designation: ACCOUNTS EXECUTIVE

Duration: APRIL 2007 TO MAY 2009

Company Profile: "Speciality is a global merchandise sourcing organization. They manage the global sourcing requirements of clients including some of the best known speciality stores, catalog companies, department stores, e-commerce retailers and importers in North America, Europe and Australia".

Job Description:

1 A.P Process-

- Processing of suppliers invoices after verification.
- Banking-
  Monitoring daily bank transactions as per bank statement.
  Passing entries for all related bank transactions.
  Preparing weekly bank reconciliations.

2 Salary Reconciliation-
- Reconciliation of Salary..
- Posting of All Salary Related Provisions.
- Month on month comparison and analysis of Salary Expenses.
- Income Tax calculation of Salary.
- Responsible for full & final settlement.
- Responsible for taking Investment Declaration from all salaried Employees for their TDS deduction

3 Month Close Activities-
- Provisions/Accrued expenses and related TDS
- Month on month comparison and analysis of expenses.
- P & L schedules for key accounts.
- Balance Sheet Schedules.
- B/S reconciliation entries and B/S reconciliation review

4 Tax deductions at sources -
- Responsible TDS calculation and deduction form Salary.
- And also other than Salary (Contractor, sub-contractor, Professional and other)
- Responsible for e-tds return Form 24Q (Salary) and 26 Q (other than salary) quarterly.
- Form 16 & 16A.

5 Service tax return in every half year.

6 Income tax return of company and individual.

7 Sales Tax return of Vat and Central Sale tax and all the matter related to sale tax like form issue, tax deposit etc.

8 Monthly Commission invoice raise.

9 Assisting Chartered Accountants in Finalization of Balance Sheet and Profit & Loss account. (1.Speciality Merchandising Service Pvt. Ltd. 2. SMS Trading Pvt. Ltd. 3. Speciality Buildtech Pvt. Ltd. 4. Speciality Merchandising Global Services Inc. and five Individual books.)

4. Organization: HARISH CHANDRA INDIA LTD.

Designation: ACCOUNTS EXECUTIVE

Duration : JULY 2006 TO MAR 2007

Company Profile: "M/s HARISH CHANDRA INDIA LTD. is an ISO 9001 construction's engineers & contractor base Company. They are engaged in the engineering & construction of roads, bridges, railway tracks and Dams in India. Our corporate office located in Delhi Kamla Nagar, India. It is the leading Company in the field of Construction with the total strength of over 1000 employees."

Job Description:

General Accounts

1 Maintenance of day-to-day booking of expenses in Cash Books, Ledgers & Bank Accounts.

2 Preparing of Fixed Asset Register according to the Company Act.

3 Preparation and Filings of e-TDS returns for Salary, Contractor, Sub-contractor, Professional charges, & Rent.

4 Assisting Chartered Accountants in Finalization of Balance Sheet and Profit & Loss account.

5 Payment of Bills after statutory deductions.

6 Accounts i.e., Vendor accounts, Inter-Unit accounts & bank a/c.

7 Daily vouchers entry in Tally 7.2 and prepared vouchers.

8 Reimbursement of Local Conveyance, Travel Expenses & other Daily Expenses.

9 Liaison with Banks, financial institutions, statutory bodies like Income Tax, Provident Fund and ESI.

10 Assisting in the e-filing of Form-1 of the company and six of its group companies.

Payroll Accounting

1 Handling day to day queries of Employees relating to Salary.

2 Responsible for the Full & Final Settlements of Employees.

3 Responsible for preparation of Salary for more than 100 Employees after statutory deduction like Tax, PF, ESI.

4 Computation and deposition of Fringe Benefit Tax, TDS, PF, & ESI.

5 Filing Returns of Provident Fund and ESI.

6 Responsible for taking Investment Declaration from all salaried Employees for their TDS deduction.

ACADEMIC QUALIFICATION

1 B.Com (Pass) from DELHI UNIVERSITY in 2006.

2 Senior School certificate from CBSE Board New Delhi, in 2001

3 Higher Secondary School Certificate from CBSE Board New Delhi, in 1999

FREQUENTLY USED TOOLS

1	Office Tools	MS-Office (Word, Excel, Power Point)
2	Operating System	Windows
3	Internet Tools	HTML, DHTML, Front Page.
4	Office Tools	MS-Office Accounting Package Tally 9 erp,7.2, 4.5 & Taxmann e-Tds , Computax.
5	Others	Visual Basic 6.0

PERSONAL DETAILS

1	Date Of Birth	14th August 1984
2	Father's Name	Late Shri D. S. Rawat

(KRIPAL S RAWAT)

PLACE: New Delhi
DATE :