

RAJESH SAINI

ACCOUNTS MANAGER/ SENIOR ACCOUNTANT

PROFILE

Rajesh Saini
House NO -22, Blossom Enclave,
Opposite Blossoms S.S. School,
Nabha Road Patiala,

CONTACT

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CAREER OBJECTIVE: -

To Work in an Organization Where I
can utilize my Potential skills and
knowledge for the betterment of
both myself and organization.

EDUCATION

B. Com from Kurukshetra University.

WORK EXPERIENCE

Yieppie Internationals [Accounts Manager]
Experience 2.5 year (Currently Working)



Professional Experience:

Throughout my dynamic career, I have successfully overseen and managed a wide spectrum of financial operations, including budgeting, financial reporting, tax compliance, and audit preparation. My expertise in financial analysis has empowered stakeholders to make data-driven decisions, fostering financial stability and sustainable growth.



Financial Analysis & Reporting:

I possess a keen eye for analyzing complex financial data, identifying trends, and providing actionable insights to support business objectives. My comprehensive financial reports and forecasts have consistently facilitated executive decision-making, earning trust as a key financial advisor within the organization.



Process Optimization & Efficiency:

With a forward-thinking approach, I have continuously streamlined accounting processes, implementing automation and innovative technologies to improve efficiency and reduce costs. My focus on process optimization has resulted in smoother operations, enabling teams to concentrate on strategic initiatives.



Compliance & Audit Management:

Navigating the intricate landscape of regulatory compliance and audit procedures is one of my core strengths. I am well-versed in the latest accounting standards and have successfully managed and led audit engagements with external parties, ensuring full compliance and adherence to industry best practices.



Team Leadership & Development:

As a collaborative leader, I thrive on building cohesive, high-performing teams. My ability to mentor and develop accounting professionals has not only elevated individual careers but also fostered a culture of continuous learning and achievement within the organization.



Seeking New Opportunities:

I am open to exploring new challenges and contributing my expertise to an organization that values a strategic, results-driven approach to accounting and finance. If you are looking for a dedicated Senior Accountant who can make a meaningful impact, let's connect!

Vishal Jewellers Pvt. Ltd [Senior Accountant]
Experience 3 year

- Prepare accurate, timely financial statements in accordance with our established schedule and with input from the rest of the accounting department
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting and ledger maintenance
- Analyse financial statements for discrepancies and other issues that should be brought to the GM attention

Review all inter-company transactions and generate invoices as necessary

- Reconcile balance sheet accounts
- Delegate financial responsibilities to accounting team
- Coordinate semi-annual audits and assist CFO with conducting audits
- Conduct regular ledger maintenance
- GSTR1 & 3B return monthly base file and TDS Challan creating
- ESI return Monthly & GST Refunds & 9 & 9C.

Hira Automobile Ltd. Patiala (Auditor Dpt.)

Experience 1.5 year

- Cash auditing all branch monthly bases.
- Inventory audit all branch quarterly bases
- Tax audit GST & TDS.
- Sale & Purchase & Expense audit

Resonance India Pvt. Ltd Chandigarh (Accountant)

Experience 3.5 year

- Bookkeeping
- Preparing bank reconciliation statement
- Monitoring revenue & expenses and take care
- Preparing Staff salary & attendance sheet in payroll & Excel
- Maintaining Stock Inventory

TECHNICAL SKILL

- ERP & Prime Tally Updated Software.
- Diploma of Computer Application.(ADCA)
- Shilpisoft & Busy Software.
- MS office (Excel & Word)

STRENGTH

- Hardworking
- Positive Attitude