

# Rahul Kumar Singh

Accounts Executive

(Industry- Finance and Accounts)

## Contact Details

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## Key Skills

- Excellent verbal and written communication skills
- Good team player, Strong team orientation qualities, hardworking and enthusiastic.
- Analytical and Strategic thinking

## Technical Skills

- S/4 HANA –SD
- ERP
- MICROSOFT OFFICE
- Invoice Processing
- Purchase order
- Procure-to-Pay Process Management

## Languages known

- English
- Hindi
- Bengali

## Objective

To enhance and apply the skill set (organizational) in the field of my profession and apply every day to gained experience by the variety of interest & knowledge base, in a challenging and growing environment

## Experience

BDG SHANTI POLYPACK PVT LTD (GOYAL GROUP)

01.08.2022

ACCOUNTS EXECUTIVE

## Roles and Responsibilities

- Process Purchase Order and maintained complete documentation and records of all purchasing activities
- Compared Purchase order prices, terms of payment, and other charges.
- Experience with 3-way matching, handling PO/non-PO invoices, and processing payments
- Prepare Goods Receipt Note (GRN) after receiving of material.
- Processed invoices of contractor for payment within set timeframe.
- Created end user report to extract data from ERP system within specified parameters
- Prepare Sales Contract and Sales Invoice.
- Prepare Monthly Mis Report of production and sales.
- Reconciled inventory counted verses documented ERP system inventory to resolve discrepancies.

## MIDAAS CONSTRUCTIONS

Mis Executive

05.05.2022 TO 31.07.2022

## Roles and Responsibilities

- Prepare monthly list of Plant & Machinery, vehicles, trucks etc which are running at site.
- Prepare diesel stock, purchase and consumption report in daily basis.
- Prepare daily stock report for all material.

## TATA STEEL (BSL)

SAP ASSOCIATE

07.01.2020 TO 30.09.2020

## Roles and Responsibilities

- Prepare dispatched report.
- Creating Loading slip and invoice (Dispatch document) for Export and Domestic.
- Making invoice (Dispatch document) for export and domestic.
- Making all documents as per requirement by HOD on daily or monthly.
- Create Sales Order & and release D.O. (Delivery Order) to dispatch.

## Education

- July 2012
- Sep 2014
- Aug 2018

Durgapur Ispat Vidyalaya  
Bidhan Chandra Institution  
B.com Umesh Chandra College

PLACE : KOLKATA, INDIA

DATE:-