

CURRICULUM VITAE

ANIL KUMAR RATHORE

{Sr Account Officer}

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CAREER OBJECTIVE

I am a semi qualified aspiring Chartered Accountant looking for an opportunity where my knowledge, skills and abilities are best utilized in integral part of Corporate World. I am rated to possess good academic, analytical and communication skills. I endeavor to contribute to the Corporate world with my professional qualification and intellect.

PROFESSIONAL EXPERIENCE

- Highly motivated, **CA (Semi Qualified) & M. Com** with experience of **over 7.6 years** across the Industry/Firm. Currently functions as **Sr Account Officer in Rashmi Sponge Iron & Power Ind Pvt Ltd** Siltara, Raipur, Chhattishgarh.
- Having Strong Relationship Management, Leadership Skills & Multi-Tasking Abilities for handling Aggressive Tasks.
- Having Experience in Computer Skills with Microsoft Office, Tally ERP, ERP Light House.

ORGANISATIONAL EXPERIENCE

❖ Current Company:-

- **Feb-2021 to till Present :- (RASHMI SPONGE IRON & POWER IND PVT LTD)**, Siltara, Raipur(C.G) working as Sr Account Officer.
- **Sep-2018 to Jan-2021:- (MSP STEEL & POWER LTD)**,Jamgoan, Raigarh(C.G) worked as Commercial Officer.
- **Aug-2017 to Aug-2018:- (CA GOPAL AGRAWAL & ASSOCIATES)**, Korba (C.G) worked as Accountant in CA Firm.
- **May-2017 to July-2017:-** Internal Audit in **SECL KORBA** ,PSU subsidiary of Coal India Limited.
- **Apr-2016 to Apr-2017:- CONCURRENT BANK AUDIT** of Bank of India (Korba Branch) as Audit Manager.
- **July-2013 to Mar-2016:- CA GOPAL AGRAWAL & ASSOCIATES)**, Korba (C.G) worked as Articleship Training in CA Firm prescribed by ICAI(New Delhi)

JOB DISCRIPTION

❖ ACCOUNT & FINANCE:-

1. Maintenance of books of accounts of Company with complete finalization of Books of Accounts, General Ledger & Trial Balance. *and ensuring compliance with regulatory norms.*
2. Overseeing and managing the complete Accounting activities including - General Accounting, maintenance of books of accounts, preparation of monthly Trial Balance, P&L Account, Balance Sheet, accounts finalization – ensuring conformance to time, accuracy and accounting standards.
3. Manage all type of Taxation – Income Tax & GST working with filling of GST Return.
4. Calculation of Advance tax payment on quarterly basis, Preparation of Projected computation of Income & Accounts for applying for Tax Deduction Certificate, etc.
5. Preparing and maintaining of Bank Reconciliation Statements on regular interval.
6. Responsible for Auditing, Handled Audits & Balance Sheet Review at Branch Level.
7. Preparing and maintaining of Party Reconciliation Statement.

8. Bill Payment to Supplier & Contractor by Cheque & Cash Periodically.
9. Responsible for Entry Done on Day to Day Transaction also Preparation of Monthly Reports i.e Cash Statement, Account Ledger with Reconciliation which help for account finalization later.

SCHOLASTICS

- **C.A.(Intermediate) in 2012 with 50%**
From Institute of Chartered accountant Of India, New Delhi.
- **M.Com in 2010 with 57% (Second Division)**
From Guru Ghasidas Central University, Bilaspur, Chhattisgarh
- **B.Com in 2008 with 59% (Second Division)**
From Ravishankar shukla University, Raipur, Chhattisgarh
- **Intermediate School Certificate (12th) 2005 with 68% (First Division)**
From D.A.V Public School ,CBSE Board
- **Matriculation School Certificate (10th) 2003 with 71% (First Division)**
From D.A.V Public School ,CBSE Board

PERSONAL DOSSIER

Fathers Name : Mr. Dwarika Prasad Rathore
Sex : Male
Date of Birth : 08.10.1987
Nationality : Indian
Language Known : Hindi, English, Chhattisgarhi
Marital Status : Married.

Hobbies : Singing, Playing Cricket & Travelling.
Strength : Ambitious, confident & Supportive
Address : Q. No.- M/310, Vikas Nagar,
PO- Kusmunda Colliery,
District- Korba (CG) 495454.

DECLARATION

I hereby declare that all the above details are true and correct to the best of my knowledge and belief. I bear all the responsibility for the correctness of above information.

Date:

ANIL KUMAR RATHORE

Place: