

Curriculum Vitae

Vikram Singh Rajpurohit

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Objective -

To get challenging growth oriented position in a prestigious organization where my skills are utilized for bringing success to the organization.

Educational Overview

- ✚ S.S.C. (Secondary School Certificate Examination) – State Board of Rajasthan in Year 1991
- ✚ H.S.C. (Higher Secondary Certificate Examination) – State Board of Rajasthan in Year 1993
- ✚ F.Y. B.Comm - Onkarmal Somani Collage of Commerce - 1994
- ✚ Completed 12 months course in Computer Basics - 1994

Organizational Experience

✓	Mobel Bazaar	Accountant	Jodhpur, India	From 2022
✓	Vakrangee	Head Accounts & Admin	Jodhpur, India	2019 to 2021
✓	Raj Rajeshwari Cashew	Office Admin & Accounts	Jaipur, India	2016 to 2018
✓	Al Maya Group	Accountant	Dubai, U.A.E. & Muscat	2005 to 2015
✓	Al Maya Lals Group	Accountant	Dubai, U.A.E.	2002 to 2005
✓	Al Maya Group	Accountant	Baku, Azerbaijan	2001 to 2002
✓	Al Maya Lals Group	Asst. Accountant	Dubai, U.A.E.	1995 to 2001

Job Description

1. Working in Accounts payable and receivable module.
2. Reporting to Management about financials.
3. Reconciliations of debtors and creditors.
4. Payroll checking before final disbursement of salary.
5. Banking Related work (Bank Reconciliation, T/R & TT Payment Reconciliation, Interest Calculation – OD).
6. AR and AP Integrity
7. Sales and Stock Integrity
8. Credit cards reconciliation (Transaction VS Bank settlement) and follow up with Bank.
9. Costing for Imports purchases.
10. Stock audit for Local and Overseas branches.
11. Scrutinising of final reports for management.
12. **Department Head** of Data entry for sales, Purchase and Bank Transactions.
13. **Department Head** of Inventory (Sales Order and Invoicing).
14. AR Aging - follow-up for due payments with concern salesman and customer balance confirmations.
15. Surprise Audit of Cash with POS Sales Report (POS Cashier physical cash and sales Audit at retail outlet).
16. Daily base Auditing for Retail Cash and Sales statement (POS reports with Manual reports provided by the retail store accountant)
17. Indian Taxation :- TDS, VAT, GST

Computer Literacy

- ✚ Operating System - Windows
- ✚ Applications - **JD Edwards, Tally ERP, MS-Office.**

Skills

- ❖ Ability to work under pressure.
- ❖ Quick learner and active listener.
- ❖ Zeal for accomplishing challenging tasks, Innovative thinking.
- ❖ Time management skills and ability to prioritize while still meeting deadlines.

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