Gaurab Singh

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# CAREER OBJECTIVE

**To pursue a challenging and creative career, where I can apply my existing knowledge and creativity, acquire new skills, and contribute effectively to the organization.**

**PROFESSIONAL SUMMARY**

* **Total experience : 02 years, 06 Months.**
* **My Experience as a Senior Accountant Executive In Our Human Resources Department Is 01 Year and 06 Months.**
* **We worked in the BPO Industry, We have 01 Year of Experience in it.**

**PROFESSIONAL EXPERIENCE**

* Worked In Site **H.r Senior Accountant Executive** in company Name : - **NCC Infraspace Pvt. Ltd Maheshana Gujrat , India** from Feb 2019 to June 2020.
* Worked In **Idea Post Paid Ahmedabad , India** from April 2018 to Dec. 2018.
* Worked in **Aegis Customer Support Services Pvt. Ltd. Ahmedabad ,India** from Jan, 2018 to April ,2018.

# H.R SENIOR ACCOUNTANT EXECUTIVE

* Erformed accounts payable functions for construction expenses.
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Coordinated monthly payroll functions for 200+ employees.
* Liaised with bankers, insurers and solicitors regarding financial transactions.

# TECHNICAL PROFICIENCY

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| --- | --- |
| *Domain* | **Retail, Media Information and Services** |
| *Languages* | **Java/J2EE, Groovy, SQL, Ruby** |

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| --- | --- |
| **Skills** | **Mulesoft ESB, Java/J2EE, EJB 3, JPA, PL/SQL** |
| **Web Server / Application Servers** | **MuleSoft Server, Jboss EAP 5.X, Apache Tomcat 7.x , Spring boot** |
| **Tools** | **Mule Management Console(MMC), Eclipse, Anypoint Studio, WinScp , Jenkins, Git, Tortoise SVN, Putty, Soap UI, PLSQL/SQL developer, Service Now, QC, Active MQ, Postman Rest client, Cucumber framework for Automation** |
| **Web Technologies** | **JSF 1.2 & 2.x, JSP, Servlet, Rich Faces, Web services, Angular JS, Javascript, HTML** |
| **PROFESSIONAL EXPERIENCE** | |

**Employer’s**

|  |  |
| --- | --- |
| **Aegis Customer Services Support Pvt. Ltd**  **Ahmedabad, India Customer Associate** | **05 Jan to 19 April -2018 till date** |
| **Idea Post Paid Ahmedabad, India**  **Customer Associate** | **20 April to Dec - 2018 till date** |
| **NCC Inraspace Pvt. Ltd Maheshana, India Hr Senior Accountant Executive** | **02 Feb 2019 to 31 June - 2020 till date** |

* + Accounts assistants can find work in almost any profession. Potential employers include corporate businesses, sole traders, local authorities, not-for-profit organisations and educational institutions. Accounts assistants may work in-house for an organisation or they might work for an accountancy firm on behalf of several different clients each week.
  + Prepare and maintain the accountings in Accounting Software (ERP System)
  + Physical cash Verification, Proper monitoring Cash Suspense and Settlement on Daily Basis
  + Cross verify the daily accounts with necessary supporting.
  + Banking- all cheque related matter, correspondence with the bank, bank reconciliation statement.
  + Prepare Inter branch and Sister concern Reconciliation Statement
  + Monitoring of Debtors (Both Sales And Service)
  + Prepare Cheques to Suppliers and Creditors
  + Handling payroll and preparation of monthly payments to the employees through HRA Package.

# Software and Computer Skills

* + *AMT Mobile Sales & Services · Computer Hardware & Networking · Computer software · Java Programing Languge · Peoples College Of Dental Sciences & Research Centre · Software engineer.*
  + *Basics of C Language*
  + *MS Office, Word, Microsoft Excel , etc .*
  + *Wordpress Tutorial , HTML , Java Programming Language,*
  + *Web Site Design.*
  + *ERP System.*
  + *Analytical thinking.Good manners.*
  + *Worked In Project :- Gaurav Webstudio – Web and mobile application Developmnet*
  + *Website Project :-* <https://www.gauravwebstudio.com/>
  + *Web Application development, Web Design Poster Designing etc*
  + *We have worked on Hero Connect Software for a few days.*

# Educational Qualification

* + **10th Standard ( Stream All Subject )** an aggregate of 46.81%.
  + **12th standard ( Stream Science Mathematics )** an aggregate of 46.6%.

# Liceses & Certifications

* + **Fundamental Digital Marketing Certificate (Issued :- Sep 2020 No Expiration Date** **)**

Credential ID :- TQCY82NUQ

* + **Display & Video 360 Certification Exam ( Issued :- Sep 2020 To Sep 2021** **)**

Credential ID :- 58333149

* + **Campaign Manager Certification Exam** **(Issued :- Sep 2020 To Sep 2021** **)**

Credential ID :- 58207625

# Personal Details

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| --- | --- |
| *Date of Birth* | ***18th Sep, 1999*** |
| *Hobbies* | ***Listening music, Watching movies , soft songs***  ***cricket , Photography*** |
| *Languages Known* | ***English, Hindi, Gujarati*** |
| *Marital Status* | ***Un married*** |

Sincerely

Date: - Gaurab Singh