RAVI RAKESH

linkedin.com/in/ravi-rakesh/

Jhumri Telaiya, Jharkhand, 825413 917004012792 ravi379@yahoo.com

Summary

Highly skilled and detail-oriented Senior Accountant with 8+ years of experience in managing financial operations, ensuring regulatory compliance, and providing insightful financial analysis. Proven ability to streamline accounting processes, improve accuracy, and contribute to informed decision-making. Expertise in financial reporting, budgeting, auditing, and tax compliance. Also handled responsibilities as Senior Officer in the General Administration Unit, demonstrating versatility and cross-functional leadership. Seeking a challenging Senior Accountant role where I can leverage my skills and experience to contribute to the success of a dynamic organization.

Skills

Balance Sheet | Data Entry | Financial Reporting | Microsoft Excel | PPT | Quick Book | SAP | Tally | Payroll Processing | Accounting Software (e.g. | ERP Systems (e.g. | SAP | Oracle) | Communication and Presentation Skills | ProblemSolving and DecisionMaking | Time Management and Organizational Skills | Microsoft Outlook | Microsoft PowerPoint | Enterprise resource planning ERP software | Fund accounting software | Web browser software

Education

Vivekananda Global University, Vivekananda Global University Jan 2026
MBA - Finance and Administration, CGPA: Pursuing
JAIPUR, Rzjasthan

My journey through the MBA program was more than just acquiring knowledge; it was about personal growth and professional transformation. I developed a sharper business acumen, improved my communication and negotiation skills, and gained a broader perspective on global economic trends. The program not only equipped me with the technical expertise required in finance and administration but also instilled in me the confidence and strategic mindset needed to navigate the complexities of the modern business landscape.

Maulana Mazharul Haque Arabic & Persian University, Patna, Patna University Jan 2024
Bachelor of Library and Information Sciences - Librarian, 76%
Hazipur, Bihar

Distance Lalit Narayan Mithila University Nov 2019
M. Com, Accounts & Finance Management
Darbhanga

K.S.R College Sarairanjan Samastipur Jun 2015
B.Com, Accounts & Finance Group
Darbhanga

DVC High School
Board exam
Jharkhand state board

Experience

O.P. Jindal School , Senior Accountant Cum Administration

Feb 2024 - Nov 2024

Patratu,ranchi, Jharkhand

- Managed all bank-related activities, including reconciliations and transaction processing, ensuring accuracy and efficiency.
- Oversaw the complete tender process, from preparation to bill payment, ensuring compliance with regulations and internal policies.
- Developed and implemented accounting procedures that improved accuracy and efficiency in financial reporting.
- Maintained accurate and organized financial records, both manually and electronically, ensuring compliance with audit requirements.
- Provided excellent customer service to parents and staff, addressing inquiries and resolving account-related issues in a timely and professional manner.
- Approved purchase orders, ensuring adherence to budget and internal controls.
- Managed and reconciled account records, ensuring accuracy and completeness.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.
- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Review reports submitted by staff members to recommend approval or to suggest changes.
- Direct non-merchandising departments, such as advertising, purchasing, credit, or accounting.
- Organize or approve promotional campaigns.

Cardinal warriors Pvt Military School , Senior Accountant Cum Administration

Apr 2021 - Jan 2023

Raipur, Chaattisgarh

- Assisted staff with specific work tasks as needed, fostering a collaborative and supportive work environment.
- Processed payments to service providers, ensuring timely and accurate disbursement of funds.
- Prepared and presented financial reports to senior management, providing insights into financial performance.
- Collaborated with auditors, providing documentation and addressing technical accounting matters to facilitate a smooth audit process.
- Ensured compliance with PF, ESI, and TDS regulations, minimizing the risk of penalties.
- Utilized SAP and other software to streamline accounting processes and improve efficiency.
- Supervised the work of contract employees, ensuring timely completion of tasks and adherence to quality standards.
- Review and analyze legislation, laws, or public policy and recommend changes to promote or support interests of the general population or special groups.
- Organize or approve promotional campaigns.
- Administer programs for selection of sites, construction of buildings, or provision of equipment or supplies.
- Refer major policy matters to elected representatives for final decisions.
- Make presentations to legislative or other government committees regarding policies, programs, or budgets.
- Confer with board members, organization officials, or staff members to discuss issues, coordinate activities, or resolve problems.

Jaihind residential Section, An Ancillary Sainik School Tilaiya Under Ministry of Defence , Senior Accounts Clerk

Jhumri Telaiya

Apr 2015 - Sep 2020

- Managed all accounting transactions, ensuring accuracy and completeness.
- Prepared budget forecasts, providing insights into future financial performance.

- Handled monthly, quarterly, and annual closings, ensuring timely and accurate financial reporting.
- Processed bills, ensuring timely and accurate payment.
- Drafted notes and maintained files, ensuring proper documentation and organization.
- Managed store inventory, ensuring adequate stock levels and minimizing waste.
- Maintained ledgers, ensuring accurate and up-to-date financial records.

BIRLA SCHOOL, PILANI BITS PILANI , Office Assistant

Apr 2025 - Present

PILANI, RAJASTHAN

- Managed office supplies, optimizing inventory and reducing costs by 15%.
- Provided administrative support to senior staff, including scheduling appointments and managing correspondence.
- Established and maintained electronic filing systems, improving document retrieval time by 20%.
- Assisted with event planning and coordination, ensuring seamless execution of meetings and conferences.
- Prepared presentations and reports using Microsoft Office Suite.
- Answered phones and emails promptly and professionally.
- Organized and maintained office equipment.
- Monitored and replenished office supplies.
- Created and updated databases for employee records and project tracking.
- Facilitated communication between departments.
- Implement corrective action plans to solve organizational or departmental problems.
- Appoint department heads or managers and assign or delegate responsibilities to them.
- Review reports submitted by staff members to recommend approval or to suggest changes.

Awards

I was awarded by Group Captain S Jacob, Principal, Sainik School Tilaiya, best Admin Staff of the Year 2018-19