



RAJAT RANA

Accountant

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Co-curricular Skills:

1. Digital Marketing (intermediate level)
2. MVM (Micro Video Mastery)
3. Table Tennis

Personal Profile

I am a accountant with robust problem solving skills and proven experience in creating and maintaining records and management in a test-driven environment, capable of working in dynamic environment.

Education

- Himachal Pradesh University | 2014-20217
Bachelor of Commerce with 74%
- Jawahar Navodaya Vidyalaya
Completed Higher Secondary from Jawahar Navodaya Vidyalaya with 84.8%.

Internship

- Vardhman Textiles, Baddi , India (2018-2019)
Undergone training for 3 Months as a assistant in Internal Marketing Segment, Learned and executed as a chain in order execution.
- Shiv Lath & Associated (CA Firm) (2017-2018)
Worked as a Assistant, learned book keeping, tax filling, Internal Audits of banks, client management.

Career Summary

- **Accountant**
- Al Ramadi Landscaping & Reclamation | 2020 – Present
 1. Maintaining Books of accounts and administration
 2. filling up VAT returns for the firm on quarterly basis.
 3. Preparation of Various cost evaluation reports to evaluate current working strategy of firm.
 - 4.Preparation of environment friendly techniques for employee morale.
- **Customer Relationship Partner (sales Executive)**
Yes Bank | 2019-2020
 1. Learned and worked on core banking activities.
 2. Worked as a relationship manager for customers.
 3. Customer relationship build up and follow up.
 4. Learned adaptability of working under pressure.

Professional Skills / certifications

1. Diploma in Financial Accounting.
2. Diploma in computer application and accounting.
3. Insurance Regulatory Authority of India.