

# CURRICULUM VITAE

## AJIT SINGH PARIHAR

NEW RACHNA NAGAR  
OPPOSITE RAS MOTORS  
BHIND ROAD GOLE KA MANDIR  
GWALIOR, MADHYA PRADESH-474005

Mob: 09315146408, 8982786860

**E-mail:** [ajaysinghparihar.007@gmail.com](mailto:ajaysinghparihar.007@gmail.com)



### **Professional summary:**

To handle highly challenging assignments in areas of Finance & Accounts for a highly growth oriented and reputed organization thereby actively contributing towards the success of organizational goals.

### **Qualification**

- M.COM With 64% From Jiwaji University
- B.ed With 75% From Jiwaji University
- Completed PGDCA 69% from Jiwaji University
- B.Com With 65% from Jiwaji University
- Passed Senior Sec With 75% from M.P. Board
- Passed Higher Sec With 71% from M.P Board
- Three Months **Diploma In fundamental of computer**– MS-Office, , Internet & e mail , Tally- 7.2 & 9.0

### **Skills:**

- MS Office, Internet
- Cash flow
- Book keeping
- HRMS
- Tally ERP 9 Prime

### **Work History:**

**Shri Vidhya Ashram International School – Shahpura, Jaipur**

**Position: Accountant Cum Admin Manager**

**Period: Aug-2017 to Still**

- Responsible for Office Administration, Security Services, Housekeeping & Vehicle Management
- Ensuring timely freezing and renewal of all the contracts with vendors for Housekeeping,
- Security, Pest Control, AMCs, Vending, Printing & Stationery, Photo Copying services and processing of vendor payments
- Collecting Admin Expenses . Consolidate and submit to the Management on monthly basis.

- Daily walk around the facility to ensure high standards to Effectively Manage the operations
- Night Vigilance Boys hostel in Campus to check the Security Registers.
- Taken care of all Maintenance Activities in HO with the help of Maintenance team
- Bills Verification and Submission of Contract Staff and Submission to Accounts Team for Payment Process.
- Preparation of Staff Salary
- Day to day Collection of school fees in cash or by cheque.
- Maintain Day to day Record of Collection Manually in Day Book
- Maintain fees record in School Software.
- Deposit Cheque in Bank Every day
- Prepare School Result in School Software
- Maintain Attendance record of staff & student.
- Preprepare Individual File of Each Staff With all document.
- Call Parents for regarding Student Absent Reason
- Manage all accounting transactions.
- Prepare Budget of Transportation & Canteen
- Fill up new admission form of school software with all document
- Weekly Fee Record Report Submit to principal(Some time Deposit School A/c)
- Call Parents For due Fees or Sending Message Through Scholars Software.
- Resolving issues of parents regarding student.
- Submit Student Exam Forms Online 9,10,11,12(C.B.S.E)

### **Having 3 years of experience in to Accounting and Admin**

**My Colorful holiday – Rohini Sec-22, New Delhi**

**Position: Accountant Cum Admin Manager**

**Period: Sept-2014 to July- 2017**

#### **Job Responsibilities:**

- Accounts Payable, Accounts Receivables, BRS,
- Booking Hotels & Taxi From Vendors
- Prepared the Quotations and Invoices and Purchase Orders
- Ledger wise reconciliation
- Preparation of offer letters and appointment letters along with CTC
- Collect information for and prepare payroll payments for employees
- Petty Cash Management.
- Volunteer payments and vendors payments online.
- Recording & Verification of Receipts & Payments.
- Commercial Taxes Payments.
- Maintaining employee's personal files and records.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, Absenteeism notice, warning letter, relieving letter, etc.
- Daily rounding's for building maintenance and proper work conditions of housekeeping / facilities for all employees.
- Coordination with local vendors (Security / House Keeping/ Travel Agency) for agreements, renewals of contracts, procurements and printing material.

**Iase Deemed University Churu,Rajasthan**

**Period:** Aug-2009 to July-2014

**Position: Accounts- Assistant**

**Job Responsibilities:**

- Verification of day-to-day Vendor Payments
- Generating Reports
- Preparation of Bank Reconciliation Statements
- Follow Up on Outstanding debts.
- Provide outstanding statements of Debtors.
- Maintain timely filling of TDS Returns, PT, Income Tax etc
- Interacting with statutory auditors regarding audit finalization of accounts.
- Payroll & ESI and PF filing
- Accounts Payable,
- Accounts Receivable,
- Preparation of Cash Flow and Funds Flow Statement.
- Costing of Study projects
- Liaison with bankers, suppliers & Sub Contractors.
- Form 16 generation
- Monitor and review accounting and related system reports for accuracy and completeness.
- Bank Online payments and Bulk payments

**Personal Profile**

**Date of Birth** : **02 Sep 1989**

**Marital Status** : **Married**

**Father** : **Sh. Kayam singh parihar**

**Mother** : **Smt. Meera parihar**

**AJIT SINGH PARIHAR**