

RAHUL SARAF

B.Com`

Corporate Objectives:

To work in a challenging and dynamic environment and add value to the organization which I serve, while concurrently upgrading my skills and knowledge.

Professional Qualification:

Degree	Institute	Level	Year	Performance
Company Secretaries	The Institute of Company Secretaries of India	Foundation	December, 2012	62.00%

Academic Qualification:

Examination	Year	School/ College	Board/ University	Performance
B.Com	2013	Siliguri College of Commerce	N.B.U.	52.29%
Higher Secondary	2010	S.H.H.S, Siliguri	WBCHSE	65.40%
Secondary	2008	H. B. Vidyapith School, Siliguri	CBSE	64.50%

Work & Practical Experience:

Designation : Accounts Executive Cum Group Coordinator

Organisation: MJB GROUP OF COMPANIES, Siliguri

Duration : 3 Years 9 Months (July, 2015 – Present)

Work Experience:

- GST returns
- Done works relating enrolment with GST.
- Worked as an Account Executive.
- Gained good knowledge in Real Estate Business in Digital Marketing, pre sale and post sale department.
- Done filing of returns under like Excise Return, TDS Return and gained a good knowledge relating to filing of ROC returns under the Companies Act.
- Done works relating to Provisional Balance Sheet And Profit & Loss A/C.
- ROC Search report and other miscellaneous ROC related work.
- As a Group Coordinator had the opportunity to manage Staffs in Head Office, Branch Office and Registered Office.
- Done works relating to Company Takeover.
- Operated I – pro software.
- Preparation of BRS.
- Done works relating Trade Mark & Copyright.
- Possess a good experience to handle work pressure environment.

Computer Proficiency:

- Competent knowledge of packages like Tally.ERP9, Tally 9 etc. Also, I – pro software, MS Office – Excel, Word and Power Point.

Hobbies & Interests:

- Travelling.
- Music.
- Cricket.

Personal Details:

- Date of Birth : 13th May, 1992
- Father's Name : Surendra Prasad Saraf.
- Address : Alupatty, H.C. Road, Siliguri.
- Languages : English, Hindi, Bengoli.
- Marital Status : Single
- E-mail : rahulsaraf.slg@gmail.com
- Phone : +91- 9641417595/ 7551018589

Declaration:

I hereby declare that all the above mentioned information is true and to the best of my knowledge and belief.

Place:

Date:

(Rahul Saraf)