

Ravi Kant

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Professional Summary

Experienced Accounts & Administration Professional with 22+ years of expertise in financial operations, invoicing, compliance documentation, and office administration. Adept at optimizing branch performance, streamlining processes. Proficient in English, financial reporting, payroll management, and credit control operations.

Key Skills

- ✓ Accounts Payable & Receivable | Invoicing | Compliance Documentation | Payroll Assistance
- ✓ Financial Reporting | Reconciliation | Credit Control | Vendor & Customer Coordination
- ✓ SAP /Tally | MS Excel | MIS Reporting | Documentation & Agreement Drafting

Work Experience

Jr. Executive – Branch Support

PCI Pest Control Pvt. Ltd., Baddi | Dec 2005 – Jan 2025

- Managed invoicing, compliance documentation (E-way bill, ESIC, PF), and payroll inputs.
- Spearheaded credit control operations, reducing branch DSO through effective collections management.
- Processed credit note proposals and reconciled outstanding payments with customers.
- Drafted & managed rent agreements, contract renewals, and SHE documentation.
- Improved operational efficiency by streamlining petty cash management and expense reporting.

Commercial Assistant

Glowlite Industries, Delhi | Dec 2001 – May 2005

- Handled invoicing, road permits, sales tax form issuance, and vendor payments.
- Maintained excise registers and reconciled imported stock received for job work.
- Played an active role in the ISO implementation process within the organization.

Trainee – Audit Assistant

Ramesh Kapoor & Company (CA Firm), Delhi | Oct 2000 – Nov 2001

- Assisted in auditing government organizations and banks, primarily scrutinizing payment vouchers.

Education

- Bachelor of Commerce (B.Com) – Zakir Hussain College, Delhi University (2000)
- XII (General Insurance) – Sarvodaya Boys Sr. Sec. School, Delhi (1997)
- Matriculation – Kendriya Vidyalaya, Palwal, Haryana (1995)

Personal Information

- Date of Birth: 30/01/1980 | Languages: English, Hindi, Punjabi
- Marital Status: Married