

CURRICULUM VITAE

RAVI SETHI

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OBJECTIVE

Meeting Organizational objectives and personal goals together.

EXPERIENCE

CURRENT CONTRACTS/ASSOCIATIONS

- ❖ Appointed as a Freelance Master Trainer for **Advance Excel, GST, Income Tax, Tally Prime Courses** with Henry Harvin Academy since May 2025. **Job Profile** - Providing Online Training for the courses.

- ❖ Associating with the INSTITUTE OF COMPUTER ACCOUNTANTS – Janakpuri, Delhi Branch as a **SENIOR CA FACULTY** and **SAP (User Interference - FICO) Trainer** from **September 2019**. **Job Profile** – Providing training to the in-house enrolled learners for the SAP FICO course.

- ❖ **Content of SAP FICO – P2P Process, O2C Process, Asset Accounting Business Process, Vendor Master, Customer Master, Daily Postings and Period End Closing in Management Accounting, Accruals and Deferrals, Concept of Accounting Standards and its mapping in SAP, Concept of Consolidation with COA, Concept of Multiple Currencies, Financial Statement Versions, Financial Closing Cockpit, Fixed Assets, Inventory Valuation, SAP Controlling Master Data, Accounting Logistic integration, Segment Reporting, Treasury and Risk Management, OB78, OB79, OB96, FB12, F.27, F.61, F.64.**

PREVIOUS CONTRACTS/ASSOCIATIONS

- ❖ Worked with [EduBridge Learning India Pvt Ltd.](#) as a **MASTER TRAINER** from **June 2021 to April 2025**. **Job Profile** – Providing Online Training to their Client Colleges in PAN India for the **BANKING AND FINANCE, ACCOUNTS PAYABLE, and ACCOUNTS RECEIVABLES Courses**.
- ❖ Worked with [SHARDHA UNIVERSITY – “Project of ICA”](#) as a **SENIOR COMPUTER FACULTY** from **March 2022 to December 2022**. **Location** – Greater Noida (U.P.).
Job Profile - Providing classes to university students related to computer related curriculum of University Degree Courses.
- ❖ Worked with [NIIT LTD.](#) as a **CONSULTANT** w.e.f **December, 2019 to December 2020**. (**Job Location** - Genpact Premises, Bhadshapur, Gurugram, Haryana)
Job Profile – Providing Online and Offline Training to their Clients in PAN India for the SAP User Interference – FICO, IT Skill Modules (MS Excel, MS Outlook, MS Access, Email Etiquettes, MS Word, Advance Excel etc.))
- ❖ Associated with [SOFTCRAYONS PVT. LTD.](#), Vasundhara, Ghaziabad as a **Weekend Batches Trainer** of **ADVANCE EXCEL and MANAGEMENT SUBJECTS** (Successfully completed the batches of TALLY ERP 9 and ADVANCE EXCEL since 2014.)
- ❖ Worked with the [INSTITUTE OF COMPUTER ACCOUNTANTS](#) with a Profile of **SENIOR CA FACULTY** and **SAP (User Interference - FICO) Trainer** in ICA – **Preet Vihar Branch** from **May, 2015 to August, 2019**. (Job Profile – Providing Training to Students on Profit Screening of a Company, P.F, E.S.I., T.D.S (Traces), GST Online/Offline Reg. and Return Filling, GST – Implementation in Tally ERP, Costing - Maintaining Cost Sheets, Budgeting, etc.)
- ❖ Worked in [LTES \(Learn To Earn Services Pvt. Ltd.\)](#) from **July, 2014 to April, 2015** on a designation of **CENTER HEAD** as well as Trainer of Banking & Accounting, Business & Commerce, Retail, IGT Sector under [Skill Development Initiative by Ministry of Employment and Labour](#).
- ❖ Worked in [BRAINWARE COMPUTER ACADEMY](#) from **AUG, 2011 to JUNE, 2014** as a **TRAINER OF TALLY ERP 9** and OTHER TAXATION SOFTWARES as well as on **ACADEMIC HEAD** Designation.
- ❖ Worked in [SGP FIANANCIALS Pvt. Ltd.](#) For 1 year as an **INVESTMENT ADVISOR and DEALER OF CAPITAL MARKET**.
- ❖ Worked under recognized [Tax Consultant Mr. Anupam Jain](#) for 1 year.

CERTIFICATION/ACHIEVEMENTS

- ❖ Certified from PRIMUS INDIA (Official Business partner and consultant for SAP) as a Trainer for SAP – FICO Module, successfully completed the TTT program of SAP – FICO in the year 2018.
- ❖ Certified Trainer for GST under the TTT Program of NSDC in the year 2017.
- ❖ Awarded as a **BEST CA FACULTY** of North Region in a Workshop Conducted in Delhi of All India North Region Centre of **The Institute of Computer Accountants** in the Month of JUNE, 2016.
- ❖ Certificate of Appreciation as **BEST PARTICIPANT MALE** in Student Induction Programme (SIP) organized by **ICSI (Institute Of Company Secretary Of India)** in Inmantec College in the year 2012.

COMPUTER SKILLS

- ❖ Knowledge of Operating software i.e. SAP FICO (ENDUSER), Tally ERP9, Compu TDS, Compu Tax, TCS, GST, Compu Serve, Visual Udyog (Manufacturing, Trading).
- ❖ Knowledge about Bills of Materials, Memo Vouchers, Budgeting, Allocations between Categories and Centers, Petty Cash, Interest Calculations, POS Vouching, Multi Currency Scenario, Payroll, Goods and Services Tax, Report Analysis, etc. in Tally ERP9.
- ❖ Knowledge about Excel Reports, Proficient in Pivot Table, Concatenate, If's, Age Calculations, Sumifs, Lookups (Hlookups, Vlookups), Range Analysis, Budgeting on excel etc.
- ❖ Diploma in MS-Office from **SVHE Institute**.
- ❖ Diploma in Tally ERP9 from **SGIT Institute**.

PROFESSIONAL QUALIFICATION

- ❖ GST PRACTITIONER under Central and State act of GST – GSTPCT ID - **091800003295GPG**.
- ❖ Registered in **ICSI (INSTITUTE OF COMPANY SECRETARIES OF INDIA)** for **EXECUTIVE PROGRAMME**.
- ❖ Certification in **Certified Professional Computer Accountant** (CPCA) From **National Institute of Finance and Accounts** NIFA with 1st Div.

EDUCATIONAL QUALIFICATION

- ❖ **PGDM (FINANCE) from IMT-CDL GZB with 1st Div.**
- ❖ **Post Graduation (M.com) from Jodhpur National University, Rajasthan, with 1st Div.**
- ❖ **B.ed Graduate from INMANTEC INSTITUTE OF EDUCATION, CCS University in batch 2018-20.**
- ❖ **Graduation (B. Com) from Shyam Lal College, Shahdra, Delhi University.**
- ❖ **Intermediate from CBSE in 2007 with 1st Div.**
- ❖ **High School from CBSE in 2005 with 1st Div.**

PROJECTS

- ❖ Completed the **ONLINE FINALIZATION of the ASK Enterprises (A U.P. Based location enterprise)** under the VAT and CST compliance as per the order issued by the **U.P. Sales Tax Department.**
- ❖ Successfully completed a **100+ Students Batch of North East (Nagaland)** in the month of Dec, 2014 **under the Guidelines of Ministry of Employment and Labour.**
- ❖ Worked on a **PROJECT TO PROVIDE SKILLS TRAINING** as per the **MINISTRY OF SKILL DEVELOPMENT OF INDIA to the youth of North East States on Soft Skill, Excel, Tally Erp9, Banking, Retailing, and Marketing.**
- ❖ Worked on a **Live Project of UNIVERSAL BUSINESS SOLUTION in TALLY ERP9** in the year **2011-12.**
- ❖ Completion of **ACCOUNTING TRANSACTIONS, PAYROLL & TAX AUDIT** successfully of **JUPITER PVT. LTD. for the year 2011 in TALLY ERP 9.**
- ❖ Successfully completed a **3 Months Project of ANALYSING & RECORDING of ACCOUNTING TRANSACTIONS in different ACCOUNTING SOFTWARES (ORACLE, FACT).**

STRENGTHS

- ❖ Highly Diligent & Committed to work.
- ❖ Positive attitude towards life.
- ❖ Value for time.
- ❖ To talk on motivation, positive thoughts etc.
- ❖ Fun loving nature.
- ❖ Love to interact with others.

KEY RESPONSIBILITIES HANDLED IN CARRER

- ❖ Training to the students on Advance topics of the courses, ensuring other faculties are providing the classes in a prescribed manner.
- ❖ Perform general office duties such as Counselling, operating office machines, and sorting mail.
- ❖ Add new material to file records, and create new records as necessary.
- ❖ Answer questions about records and files.
- ❖ Fees Collection & Accounting
- ❖ Responsible for complete Business Development and for achieving operational efficiencies and targets.
- ❖ Office work as per requirement.
- ❖ Responsible for Business Development and for achieving operational efficiencies and targets through a growth-oriented team.
- ❖ Supervise day to day routine, operational activities and issues.
- ❖ Ensuring high level of quality deliverable & customer satisfaction.
- ❖ Organize various promotional activities as a part of Brand visibility/Awareness.
- ❖ Managing the entire course of events inclusive of concept design, procurement of materials, set design, scheduling and on-site event management.

Place: Ghaziabad



(RAVI SETHI)