

Ramanujan College

University of Delhi

CR Park Main Road, H Block, Kalkaji, New Delhi-110019

Name : Anil Kumar Yadav

Designation : Junior Assistant

Department : Accounts

Qualification : MBA (H.R)



Anil Yadav

Key Responsibilities:

- All types of bills Verify/check like; students society bills, HTC/LTC bills, vendors bills, General advances, FDP Bills, electricity/water/telephone bills, library bills.
- All the bills entered in tally software for proper accounting.
- Prepare all the N.E.F.T/R.T.G.S. Payments of the college in Excel format.
- Prepare of advance register/LTC/HTC/EMD.
- Bank liaisioning with the banks for the accounts related matters.