

# Saksham Singh

## Assistant Finance Manager



## Contact

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## Languages

English – C2

Hindi– C1

## Hobbies

- Writing
- Sketching
- Photography
- Design

## Professional Summary

Result Oriented Accounts Professional with 5+ years of working experience in managing overall finance function in conceptualizing & implementing financial planning & management procedure & controls, maintenance & finalization of accounts, working capital management, profitability monitoring, capital restructuring, project implementation and building internal financial control. Gained sound experience in financial procedures and building internal financial control for-profit monitoring and working capital & asset management.

## Skill Highlights

- Income Auditing
- Tax Calculation-Income Tax, GST
- Cost reviewing
- AP and AR Management
- Financial statement & Annual Report.
- Profit & loss statement, Balance sheet.
- Opera, WinHMS, Hotsoft, Tally Prime

## Work History Experience

### Assistant Finance Manager – 11/2022 to Till Date

**Kapeefit, Bareilly (India)**

- Income Auditing
- Account receivable & payable management
- Preparation of GSTR-1 & 3B
- Complete Accounting data for Quaterly & Annual Reporting.
- Identify tax savings and suggest ways to increase profits
- E Invocing,TDS/TCS, MIS Report
- Preparing Budget Forecast.
- Auditing Financial Data & Documents.

### Assistant Finance Manager – 06/2021 to 10/22

**Radisson Hotel, Bareilly (India)**

- Income Auditing
- Analytical review of balance sheet and profit &loss
- Preparations of monthly financial reports
- Bank Reconciliation
- Variance analysis vendor and costumer reconciliation
- Account receivable & payable management
- Preparation of GSTR-1 & 3B
- Complete Accounting data monthly for Tax Procedure
- Identify tax savings and suggest ways to increase profits
- TDS/TCS
- MIS Report
- E Invocing
- OTT Platform Report Reconciliation.

**Assistant Accountant – 08/2018 to 05/2021**  
**Hotel Pancham Continental, Bareilly (India)**

- Yearly Auditing & Income Auditing
- Tax Audit under Income Tax Regime (Private Limited Company Partnership Firm & Proprietorship Firm)
- Financial statement Preparation on TallyErp.9 Like Profit & loss account balance sheet and cash flow statement stock finalization cash book and bank statement reconciliation
- Sales purchases compare with indirect taxation like, GST
- Proper books finalization as per accounting standard and applicable laws
- GST Return Filings, Like, GSTR-1 GSTR-3B & COMP 08, GSTR-4 Annual
- TDS Return Filling and other related works
- Income Tax Return Filings Income Tax Case representations and other Taxation related works
- Tax Audit under Income Tax Regime (Private Limited Company, Partnership)
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**Account Executive– 12/2017 to 07/2018**  
**Ganga Sheel Hospital, Bareilly (India)**

- Accounting
- Financial statement Preparation on TallyErp.9 Like Profit & loss account balance sheet and cash flow statement stock finalization cash book and bank statement reconciliation
- Day to day accounting – Accounting entries, payments & receipts, petty cash, Bank Reconciliation by applying the relevant provisions of accounting standard and Companies act.

## **Education**

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Master of Business: **Finance & HR – (2020 – 2022)**  
**Lotus Institute of Management, A.K.T.U, Lucknow**

Bachelor of Commerce: **Accounting – (2017 – 2020)**  
**Mahatma Jyotiba Phule Rohilkhand University, Bareilly**

XII: **Commence – (2015 -2017)**  
**Woodrow School Pilibhit Bye Pass RD Bareilly**

X: **All Subject – (2013 – 2015)**  
**Bishop Conrad Sr Sec School Bareilly, Cantt**

## **Internship**

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Chartered Accountant Internship (April 2017 to November 2017)