

RESUME

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CAREER OBJECTIVE

I firmly believe in the principle of implementing my duties with dedication and determination. I am looking for good career growth opportunities where my talent and knowledge could be best utilized and utilized for the benefit of the organization and myself.

ACADEMIC PROFILE

Qualifications	Universities	Colleges/ Schools	Years
P.G.D.B.M.	L.P.U. Punjab	L.P.U. Punjab	2015
B.Com (A/c Hons)	V.B.U. Hazaribag	R.S. More College, Dhanbad	2013
I.Com	J.A.C. Ranchi	S.H.M.S College, Kumardubi	2010
Matriculation	C.B.S.E	S.V.M. Bhuli	2007

PROFESSIONAL QUALIFICATION

CIA Course from the "Institute of Computer Accountants", Dhanbad

Course Contents:

1. Accounts & Finance
2. Advance Accounts
3. Direct and Indirect Tax
4. Goods and Services Tax
5. Return Filing (GST & ITR)
6. Tally ERP 9 release 6.1
7. BCA (Basic Computer Application)
8. Busy
9. Advance Excel

WORKSEXPERIENCE

- Currently working in **ELECTRO-MECH ENGINEERS** as a **Senior Accountant** from April'22 to Till Date.
- Experience as a **Senior Accountant** on **VNS GEMS & JEWELLERY (TANISHQ)** from April'20 to Feb'22.
- Experience in **ASARFI HOSPITAL PVT LTD** as an **Accounts Executive** from Oct' 2018 to March' 2020.
- Experience in **VASTU VIHAR (Technoculture Building Centre Pvt. Ltd. & Sambodhi Retreat)** as an **Accounts Executive** from Dec'2017 to Oct'2018.

KEY RESPONSIBILITIES HANDLED

- Handled financial transaction such as sales, Purchase, Journal & bank entry in updated software like: Tally Prime
- Handled all banking activities and co ordinates with banker for banking related matters.
- Prepare GST calculation sheet such as GSTR 1 & GSTR 2B comparison with books of accounts, RCM calculation, GST TDS calculation & other GST related work and submit report to seniors for filing purpose.
- Handled TDS related works such as preparation of TDS calculation sheet section wise for TDS deposit and TDS return.
- Handled complete payroll of company and disbursed salary to employee on timely basis.
- Prepare of PF & ESIC calculation sheet & challan on monthly basis and submit to senior for review and deposit.
- Handled account receivable & Payable and coordinates with vendors & resolve their issues.
- To prepare & compile financial data for audit purpose and assist to seniors.
- Prepare stock reconciliation statement and verify with physical stocks at site and submit the report to management.
- Prepare MIS report Project/Cost centre wise and submit to our seniors for review purpose.
- Prepare fund report on daily basis submit to management.
- Coordinates with site accountant and taking expense detail of site and verify & release fund according to their requirement.
- To assist our seniors in Statutory & Internal audit.
- Coordination with TPA for payment release and follow up.
- Prepare debtor & creditor aging sheet and accordingly follow up with them for payment.

OTHER ACHIEVEMENTS

- Got certificates in Excel Ka Don, Tally ka Boss, JET (Journal Entry Test) & MMI from ICA, Dhanbad.
- Got a certificate in Dr. Kalpana Chawla National Drawing Contest 2005 organized by the "National Institute kalabharati Child Art Institute", Aurangabad (Maharashtra).

SKILL AND EXTRA – CURRICULAR ACTIVITIES

Computer Proficiency:

- Working knowledge of **MS-Office, Tally ERP 9 (Latest),BUSY,MS Excel & Advance Excel, ITR e-filing & Taxation (GST/TDS/PF & ESI/Others)**.
- Well versed with Internet Operations.

Soft Skills:

- Honesty
- Hard working
- Self-motivating
- Positive thinking
- Confident

HOBBIES

- I like Sketching & Painting, Playing Racket, listening to music.

PERSONAL DETAILS

Father's Name: Nirmal Kumar Singh
D.O.B : 21/09/1991
Marital Status : Married
Nationality : Indian
Languages known : English, Hindi & Bhojpuri

DECLARATION

I hereby declare that all the above mention information are true to the best of my knowledge.

Place: Dhanbad

Date :

Signature