

# [RESUME

**Name** : CHANDAN KUMAR SINGH  
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**Address** : Bhuli nagar, Block- "E", Sec- 5, Q.no- 333,  
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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 subject and utilize 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 ACHIEVMENTS

- 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 :

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Signature