Madhu Singh

S-2/11 Old Rajinder Nagar,

Near Karol Bagh New Delhi-110018. Mobile:+9188601XXXXX

Email: [Madhu1995@gmail.com](mailto:Madhu1995@gmail.com)

**PROFESSIONAL SUMMARY**

**key skills**

* Basic and Advanced Excel
* Day to Day Accounting in Tally ERP 9
* TDS (Non Salary)
* Payroll (TDS Salary, PF, ESI)
* Balance Sheet Finalization
* Goods and Service Tax (GST)
* Income Tax
* Accounts professional with 2 years’ experience in tally, advanced excel and statutory compliances like TDS, GST & Payroll.
* 4 Years experience of customer handling & Reporting work
* Having good academic and professional study credentials.
* Ability to work in competitive environment by accepting challenges of new technology.

**Knowledge skills**

* Proficient in using MS Office components (Word, Excel, and PowerPoint).
* Working knowledge of excel formulas like V-look up, H-look up, If Command, Countif, Sumif etc
* E filing ITR for Salaried Business and Small Proprietorship.
* Calculating deduction for partner salary and E Filing ITR for Partnership Business

**Educational qualification**

|  |  |  |
| --- | --- | --- |
| **Year**  2017 | **Degree/Certificate**  M.com (Pursuing) | **Institute/School, City**  IGNOU |
| 2013 | B.com | University of Delhi |
| 2009 | XII (C.B.S.E.) | GGSSS No-1, Tilak Nagar |
| 2007 | X (C.B.S.E.) | GGSSS No-1, Tilak Nagar |

**Work experience**

Presently working with **SHINE SOFTAQUA** (R.O. Company) at Tagore Garden from Sep . 2016

* Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS.
* Preparing GSTR-1 and GSTR-2 reports through Tally ERP 9.
* Preparing Bank Reconciliation and Debtor Ageing Report through Tally ERP 9.
* Exporting Data from Tally for preparation of balance sheet.
* Checking of Form 26AS and passing TDS receivable entries.
* Preparing TDS Computation and E filing TDS Return Form 26Q.
* Preparing PF Return ECR Notepad.
* E filing TDS 24Q Return.
* Current and Deferred Tax Computation and its Provisioning.
* Challan 280 Online and Offline Procedure.
* Preparing Depreciation Chart as Per Companies Act and Income Tax Act.

*2.3 years experience in* **SRI SAI AUTOMOBILES** dealer of **HONDA** as a **CRE IN SALES** at Ramesh Nagar from ***June 2014 to August 2016.***

***Job Profile:***

* Attended product and soft skill training provided by MAHINDRA
* Preparing Bank Reconciliation and Debtor Ageing Report through Tally ERP 9.
* Accounting in Tally ERP 9 of Expense entries
* Developing relationships with customer.
* Making daily report.
* Managing Service Process (customers handling)
* Updates the enquiry on website (Carwale & MRC)

*6 Months experience in* **GALAXY AUTOMOBILE PVT. LTD** dealer of **TOYOTA** as **CRE** in service at Moti Nagar from ***April. 2013 to Sep. 2013***

***Job Profile:***

* Attended product and soft skill training provided by TOYOTA
* Developing relationships with customer.
* Making daily report.
* Managing Service Process (customers handling).

**personal profile**

Father’s Name : Sh. Shyam Sunder

Mothers Name : Smt.Shashi

Date of Birth : 26th Dec. 1995

Nationality : Indian

Marital status : Single

**declaration**

I hereby declared that the above mentioned information all correct as per my knowledge

Place: Delhi

Date

**(Madhu Singh)**