**Madhu Singh**

Phone No.: +91-9968XXXXX, 093114XXXXX

E-Mail: englishtan@teachoo.com

**Address:** 225, Pusa Road, Karol Bagh

**INTRODUCTION**

* Over 3 years of experience in Finance & Accounts, Taxation, Auditing and Fund Management.
* Proficiency in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements and finalization of accounts.
* Expertise in monitoring the inflow & outflow of funds and ensuring optimum utilization of available funds towards the accomplishment of corporate goals.
* Functional knowledge of various audits such as **Statutory, Tax, Internal, Investigation for various companies/ banks.**
* Worked in a **computerized environment** (Tally ERP) and enabling them to adopt new & improved performing the work.
* An effective communicator with excellent relationship building & interpersonal skills with proficiency in explaining complex financial data.

**SCHOLASTICS**

* 2006 B.Com from M.L.N College, Kurukshetra University (HR)
* 2003 12th from Govt. Sen. Sec. School - B.S. E. Board, Haryana.
* 2001 10th from V.S High School in 2001 - B.S.E. Board Haryana.

**KEY RESULT AREAS**

**Auditing & Taxation**

* Attending to Internal / Statutory / Government Audit; evaluating the internal control systems with a view to highlight shortcomings & implementing recommendations made by Internal Auditors.
* Computing & arranging for timely deposit of taxes (Provident Fund, Profession Tax & TDS) and filing of returns for timely completion of assessment and ensuring statutory compliance.
* Looking after taxation matters of the company such as filing of TDS, VAT, ROC returns, keeping compliance with relevant Acts.

**Finance & Accounts**

* Monitoring preparation of statutory books of Accounts, Bank Reconciliation, Party Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
* Overseeing financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets.

**MIS / Compliance**

* Preparing the MIS Reports, Cash & Fund Flow Statement, CFS, Balance Sheet, Audit Reports and other financial reports to keep a track of financial performance.
* Interacting with various regulatory authorities like Registrar of Companies, Stock Exchanges for compliance of statutory requirements.

**Fund Management**

* Monitoring cash flows and ensuring that funds are arranged in the most cost effective manner after projecting accurate cash forecast ensuring that there is no shortage of cash in hand.
* Monthly financial reports, implementing Internal controls

**EMPLOYMENT SCAN**

**Teachoo India Pvt. Ltd. : Since Nov’10**

**Executive - Finance & Accounts**

**Highlights**

* Involved in analysis of financial statements and other information for verification of invoices
* Instrumental in completing the paper works for:
	+ Deduction and deposit of TDS, e-filing of TDS returns and generation of TDS certificate.
	+ TDS reconciliations and resolving issues raised by vendor for TDS deductions. Distribute FORM 16A.
	+ Staff Salary, Labour Wages & Labour O.T.
* Engaged in computation of:
	+ Monthly tax liability and deposit of VAT.
	+ Monthly service tax liability.
* Executed appraisal and reviewed schemes to make the products more competitive in market.

**Englishtan & Company (C.A. Firm): Jul’09 – Oct’10**

**Trainee – Accountant**

**Highlights**

* Ensured timely deduction of T.D.S of all clients and deposit of tax deduction at source from contractor, Sub contractor, Salary, Professional Service & Rent.
* Engaged in improving internal control mechanism
* Actively involved in preparation of VAT/Central Sales Tax details for filling of returns, Bank Reconciliation Statement.
* Successfully handled calculation of the T.D.S monthly, quarterly.

**COMPUTER PROFICIENCY**

Application MS Excel, MS PowerPoint

Database MS-Access

Programming Language HTML

Financial Accounting Tally-5.4, 6.3, 7.2, 9.0, ERP 9.0 and Busy Windows

* Ability to apply concepts (lookup reference, count if , sum if, etc.) to practical situations.
* Accounting Package Tally from Bhawani Computer Center, Yamuna Nagar Jan 2006 to April 2006.

**PERSONAL DETAILS**

Name: Madhu Singh

Date of Birth: 26 Dec 1996

Permanent Address #10, Camp Yamuna Nagar

Contact Address Paharganj, New Delhi, – 110005