**Career Synopsis:**

* Senior Accountant with over all 7 years’ experience in Finance & Accounts.
* Confident in handling the customer and interacting with senior management.
* Ability to adapt well and perform under high pressure/ competitive environment
* Time Management
* Willingness to learn, team facilitator

**Professional Experience**

**Last Employer – ABC PVT LTD (Letter Note),** Okhla, New Delhi as a **Senior Accountant** from **March 2016 to August 2017.**

**Job Profile:** Sr. Accountant

**Applications:** Tally ERP, Quick Books, Erply.

**Responsibility**

* Processing of All Import Invoices, Domestic Vendor Invoices for Raw Material purchase, Consumable, utilities and other Repair and Maintenance. Ensuring credit taken for duties and GST and Tax Deduction at Source.
* Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS.
* Processing of Advance Payment/Receipt and adjustment under GST ACT
* Preparation detail of reversed charged and adjustment under GST ACT
* Preparing of Challan for GST and Process online payment of GST
* Preparing GSTR 1 and GSTR 2 Report through Tally ERP 9.
* Preparing GSTR 3/3B Report through Tally ERP 9.
* E-Filling GSTR 1, GSTR 2 and GSTR 3/3B through online or offline both of method.
* 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 filling TDS Return Form 26Q.
* Deducting TDS as per different Rates and E-Payment of Challan 281.
* Preparing Salary Sheet of Employees.
* Computing TDS Liability on various Allowances and Perquisites.
* Treatment of Deductions under Chapter VIA.
* Preparing PF Return ECR Notepad.
* E-filling TDS 24Q Return.
* E-filling ITR for Salaried Business and Small Proprietorship.
* Calculation deduction for partner Salary and e-filling ITR for Partnership Business.
* Current and Deferred Tax Computation and its Provisioning.
* Proficient in using MS Office Components (Word, Excel, and PowerPoint).

**PROFESSIONAL SKILL:**

* Filling Return of GST
* Filling Return of TDS statutory compliances.
* Profit & Loss and Balance Sheet Finalization
* Payroll Processing
* PF Return
* Payment Run
* General Ledger Reconciliations
* Vendor Administration
* Accounts Receivables
* Accounts Payables.
* Cash Application
* Journal Entries
* Intercompany and Inter account reconciliations
* Bank Reconciliation
* Physical Stock Audit

**Academicals:**

**M.Com** (Master of Commerce) - Finance from CCS University, Meerut - (2018-2019)

**B.Com** (Bachelor of Commerce), from CCS University, Meerut – (20014-20017)

**Intermediate** – Commerce from U.P. Board, Allahabad – 2013

**Matriculation** – Commerce from U.P. Board Allahabad– 2012.

**Cont**  **+91-98XXXXXXX**

**+91-99XXXXXXX**

**MADHU SINGH**

**Professional:**

**Diploma in Accounting (Tally 9.0)** from CAD Computer Center affiliated from Bangalore Tally Academy.

**Diploma in Computer Application** from Sterlite Foundation affiliated from Delhi Foundation.

**Soft Skills**

* Microsoft Office.
* Tally, ERP
* Busy Software
* Quick Books
* Erply

**Personal Details**

Name : **MADHU SINGH**

Father’s Name: **Mr. B. SINGH**

Passport : **Yes**

Marital Status : **Single**

Language : **Hindi, French &** **English**

Hobbies : **Reading Books** **Watching TV,** **Playing Cricket & Net Surfing**

**Present Address**:

656/15, Street No 18, Tilak Nagar, New Delhi-110060

Cont +91-99XXXXXXX

**Permanent Add:**

House No 88,Okhla, Dilshad Garden, U.P. 110080

Cont +91-99XXXXXXX

* Working Knowledge of Excel formulas like V-look up, H-look up, If Command, Countif, Sumif etc.
* Issue of Cheques, Demand Drafts and Payment Transfers as per requirements.
* Preparation of Reports like forecasting weekly cash receipts and disbursements, Daily Bank Balance Report.
* Clearing of Bank Transaction in ERP System on Daily Basis so that All Bank Accounts operated by company can be reconciling on scheduled time.
* Follow up with Accounts Receivable Team for pending cheques & RTGS receipts entries.
* Allocation of Bank Charges in to appropriate Expense Account.
* Follow up with Bank for any queries.
* Stock Inward & Outward as per PO & Allocation.
* Branch Transfer of Stock.
* Physical verification of Stocks as per stocks as on date statement in order to find out the deviations.
* Enter all Debit Notes and Credit Notes.
* Preparation of monthly Trading and P/L Accounts & Balance Sheet.
* Making Report as per Management Requirement.
* Solve Auditors queries, Consult with Functional Consultant for Issue in discrepancy in ERP.
* Assist to Manager Finance in balance sheet finalization.

**Additional Responsibility:**

* Review of Bank & Balance sheet reconciliations prepared by trainees.
* Providing process related training for new joiners, coordinate with Facility team for their access and desktop.
* Taking responsibility in updating day to day team work to the manager.
* Maintaining the activities trackers which are performing on month end close.
* I have involved in the process of balance carry forward (BCF) and Manual carry forward (MCF) on year end close.
* Open item Management of GL accounts.

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**Previous Employer - Naveen Associates (Tax-Law Consultant), Noida U.P.**

**(**June 2016 – Feb 2017)

**Job Profile :** Accountant

**Applications:** Tally ERP 9.0, 8.3, 7.2

**Responsibility**

* Detailed Analysis of Balance Sheet, Profit & Loss Account & Cash Flow Statement information filed by the companies on monthly, quarterly and annually.
* Cash & Bank report (Cheque Collection, Transfer Received, and Bounce Cheques) on weekly basis.
* Handling monthly tax & social security’s payment to Govt. bodies.

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* Preparation of monthly Trading and P/L Accounts & Balance Sheet.
* Preparation of VAT/CST and TDS Detail & Return.
* Preparation Detail of Form C, F and H etc.
* Reconciliation of Bank A/c with Bank Statement on monthly basis.
* Preparation of Financial Statements.
* Online payment VAT/CST/Service Tax and TDS.
* Online Return Filling of VAT/CST/Service Tax and TDS.
* Preparation detail of Service Tax.
* Preparation of form ST-3.

**Previous Employer – New NSS Engg. & Fabricators , MZN, U.P.**

June 2015 – May 2016

**Job Profile :** Accountant

**Applications:** Tally 9.0, 8.3, 7.2

**Responsibility**

* Detailed Analysis of Balance Sheet, Profit & Loss Account & Cash Flow Statement information filed by the companies on monthly, quarterly and annually.
* Cash & Bank report (Cheque Collection, Transfer Received, and Bounce Cheques) on weekly basis.
* Handling monthly tax & social security’s payment to Govt. bodies.
* Preparation of monthly Trading and P/L Accounts & Balance Sheet.
* Preparation detail of VAT/CST & fill-up Return on quarterly basis.
* Preparation detail of TDS & paid monthly basis.
* Preparation detail of Form ‘C’
* Process all Inter Unit Invoices & Reconciliation of them on closing periods.
* Cash & Bank Management
* Preparing Daily, Weekly and Monthly status reports.
* Preparation of reports like (AR report, AP report, AR aging report, AP aging report, Revenue report etc)
* Making Report as per Management Requirement.

***Achievement:-***

* Preparation of reports like (AR report, AP report, AR aging report, AP aging rep
* Always attained company objectives and SLA’s as per defined structure
* Got You Made Money Award from Letter Note Management

***DECLARATION:-***

I hereby declare that all information given in this application is true and correct to the best of my knowledge and belief.

**(MADHU SINGH)**