



Virendra Singh

My Contact

✉ virendra4455kumar@gmail.com

☎ 9990822411

📍 Kuleshra, Greater Noida,
Uttar Pradesh-201304

About Me

Adapting the opportunity and challenge of today's fastest developing industry by utilizing all the knowledge and skills. Being a quick learner, I wish to utilize my skill-set for the growth of a company as well as my personal enhancement.

Hard Skill

- Proficient in Tally Accounting and GST, with expertise in finalizing debtors and creditors and maintaining accurate accounts
- Skilled in performing bank reconciliations and ensuring compliance with regulations
- Knowledgeable in tax compliance, with experience in GST filing, ITR filing, and TDS filing
- Proficient in MS Office and capable of generating MIS reports to track key performance indicators
- Experienced in business registration, including BIS, IEC, MSME, and FASSI registration
- Proficient in software such as Webtel, Tally ERP-9, and Tally Prime
- Detail-oriented and able to manage multiple tasks and deadlines efficiently
- Capable of providing valuable financial insights for informed decision-making

Soft Skill

- Skilled in observation, with the ability to analyze situations and identify potential issues before they arise
- Experienced in decision making, with the ability to evaluate options and make informed decisions based on data analysis and critical thinking
- Strong communication skills, with the ability to communicate complex financial information in a clear and concise manner to both technical and non-technical stakeholders
- Proficient in multi-tasking, with the ability to manage multiple projects and deadlines simultaneously while ensuring accuracy and attention to detail
- Able to work effectively as part of a team, with experience collaborating with cross-functional teams and stakeholders
- Comfortable working in a fast-paced, deadline-driven environment, with the ability to prioritize tasks and meet deadlines
- Proactive and adaptable, with the ability to quickly learn new skills and technologies and apply them to achieve business objectives

Professional Experience

R.Syal & Co. (C.A firm)

As a Accountant

Aug-2020 to May-2022

Key responsibilities:

- Experienced in analyzing current and past financial data, with a focus on identifying trends and providing valuable insights for decision-making
- Skilled in day-to-day bookkeeping, including maintaining accurate records of financial transactions and ensuring compliance with regulations
- Proficient in finalizing debtors and creditors, with experience in managing accounts payable and accounts receivable
- Expertise in tracking invoices, receipts, and other financial documents.
- Capable of performing bank reconciliations to ensure accurate and up-to-date financial records
- Skilled in filing GST returns and ensuring compliance with tax regulations
- Proficient in generating financial reports to track key performance indicators and provide valuable insights for decision-making

Maxime Infra & Interiors. (Manufacturing industry)

As a Senior Accountant

June-2022 to Jan-2023

Key responsibilities:

- Skilled in managing company accounts in Tally, with expertise in maintaining accurate financial records and generating reports to track key performance indicators
- Experienced in managing accounts payable and accounts receivable, including processing payments and invoices and ensuring timely collections
- Capable of managing the expenses of the company, including budgeting, forecasting, and cost analysis
- Knowledgeable in maintaining sales and purchase files, with expertise in tracking invoices, receipts, and other financial documents
- Skilled in performing bank reconciliations to ensure accurate and up-to-date financial records
- Experienced in filing GST returns and ensuring compliance with tax regulations
- Proficient in finalizing debtors and creditors, with experience in managing accounts payable and accounts receivable
- Detail-oriented and able to manage multiple tasks and deadlines efficiently
- Capable of providing valuable financial insights for informed decision-making.
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Wealth Clinic Pvt.Ltd. (Real-estate industry)

As a Finance Executive

Feb-2023 to Present

Key responsibilities:

- Manage Company Accounts in Tally.
- Manage Account's Payable and receivable.
- Manage Expenses of the company.
- MIS Reporting
- Bank Reconciliation.
- Filing of GST Return.
- Finalization Debtors and creditors.

Education Background

- Jai Hind Public School
Class 10th
Completed in 2018
- UMA Public School
Class 12th
Completed in 2020
- Delhi University
Bachelor of Commerce (B.Com)
Completed in 2023

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PERSONAL DETAILS

Father Name	Rajendra Singh
Address	Kuleshra, Greater Noida Uttar Pradesh
Date Of Birth	02/03/2002
Gender	Male
Marital Status	unmarried
Nationality	Indian
Language	Hindi & English