

# Happy Singla

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## Academic Qualifications

EXAMINATION	INSTITUTE	YEAR	PERCENTAGE	ACHIEVEMENTS
Ca Final Group 1	The Institute of Chartered Accountants of India	2025	60.00%	Exemption in 2 subjects and scored 80 in Finance
Ca Final Group 2		2024	50.00%	1 <sup>st</sup> attempt
CA Intermediate Group-II		2022	57.50 %	Exemption in 2 subjects
CA Intermediate Group-I		2021	56.50 %	Exemption in 1 subjects
CA FOUNDATION		2019	51.25 %	1 <sup>st</sup> attempt
B. Com (H)	University of Delhi	2017-2020	74.71%	First Division
Class XII	VANASTHALI PUBLIC SCHOOL	2017	93.00%	
Class X		2015	86.00%	

## Work Experience

Industrial Trainee - HSBC Electronic Data Processing India Pvt.		Sep'2023 – feb'2025
<b>Month End Closing</b>	For HSBC Canada bank –	
	<p><b>“Prepare reconciliations, ensuring all account reconciliations are submitted within the assigned turnaround time (TAT).”</b></p> <ul style="list-style-type: none"> <li>• Performed monthly GL reconciliation, identifying variances and escalate with internal stakeholders and custodian to resolve issues.</li> <li>• Follow up on the aging items of reconciliation and close all open items within timelines.</li> <li>• Performed day to day deliverables related to reconciliation Nostro Vostro reconciliation, cash and bank reconciliation, current wise reconciliation, sub ledger reconciliation.</li> </ul>	
<b>Balance Sheet Reconciliation and Dailies Activities</b>		<p><b>For HSBC SINGAPORE INS-</b></p> <ul style="list-style-type: none"> <li>• Preparation of ifrs 12 return data by extraction of aum of various funds from Bloomberg.</li> <li>• Preparation of table 3 and 5 for MAS reporting.</li> <li>• Reporting of funds in various currency then into usd</li> <li>• Preparation of buy and sell and interest schedule.</li> </ul>

<b>“Articleship Experience – Habibullah &amp; co.</b>		Mar'2022 - Sep'2023
<b>Taxation</b>	<ul style="list-style-type: none"> <li>• Filing TDS Return 24Q and 26Q.</li> <li>• Filing of Income Tax Return of individuals and companies.</li> <li>• Filing of Form 10 BD for Charitable Institutions.</li> <li>• GST Registration of various Proprietorship, Partnership and Companies under GST Act.</li> <li>• Filing monthly and quarterly GSTR 1 &amp; 3B.</li> <li>• Reconciling 2A and 2B.</li> <li>• Providing Gst Input tax credit advisory to clients.</li> <li>• Drafting response against various notices issued by GST Department</li> </ul>	
<b>Statutory Audit</b>	<ul style="list-style-type: none"> <li>• Preparation of checklist regarding the applicability of Auditing and Accounting Standards after understanding the nature of auditee's business environment.</li> <li>• Performing analytical procedures to detect unusual financial statement relationships</li> <li>• Reviewing the accuracy of internal control and performing substantive testing.</li> <li>• Scrutiny of ledgers, debtors &amp; creditors reconciliation,</li> </ul>	

## ADDITIONAL SKILLS

- Proficient in Tally ERP 9, **MS Office, Cadency ,FTP, TLM**
- Fluent in both English and Hindi languages.

