



C-BLOCK, INDRAPRASTHA COLONY
BURARI, DELHI - 110084
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sonukr95702@gmail.com



SONU KUMAR SINGH

OBJECTIVE: To work in a dynamic, learning & challenging environment and to keep adding value to the organization which I represent, while concurrently enhancing my knowledge & skills.

Academy Literacy:

Qualification	Year of Passing	Institute/ School	Board/University
Post Graduate (M.com)	2018-2020	IGNOU	IGNOU
Graduate (B.com Hons)	2011-2014	R.Lall College	Bhagalpur University
12 TH	2011	SAE College	B.S.E.B.(PATNA)
10 th	2007	Kisan Mazdoor High School	B.S.E.B.(PATNA)

Experience:

JANUARY 2016 TO APRIL 2022

SENIOR ACCOUNTANT - A. MATHUR & ASSOCIATES

Address: 203 Second Floor, 16A Uday Plaza Uday Park South Delhi – 110049

MAY 2022 TO TILL DATE

**SENIOR ACCOUNTANT – TALBOTFORCE SERVICES
PRIVATE LIMITED**

Address: World Trade Tower, Plot No. C-1, Sector 16, Noida, Gautam
Buddha Nagar 201301

IT Knowledge:

- Knowledge of MS Office application like MS word, MS excel and PowerPoint.
 - Tally ERP 9, Tally 7.2 and Tally ERP Prime
 - Webtel Software for TDS Return Preparation and filing.
 - Computax Software for Income Tax Return Preparation and Filing.
 - Compugst Software for GST Return (Form 9 and 9C)
 - Maxus Software for Raised of Manpower Sale Invoices.
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GST Return

- Registration and Amendment of any entity in GST regime.
- Records to be maintained under GST-Stock Register, input tax credit availed, Output tax payable and paid along with such other particulars as required.
- Monthly/Quarterly Preparation and filing of GSTR1 and GSTR3B Return.
- Inputs Tax Credit Reconciliation as required from time to time.
- HSN/SAC Code Co-ordination with Purchases and Sales.
- Annual Return in Form 9 & Reconciliation Statement in Form 9C.

TDS Return

- Preparation and filing of TDS Return.
- TDS Tax Calculation and Deduction for 26Q, 24Q and 26QB.
- Knowledge of Sections related to TDS Return.
- TDS Challan Preparation and deposit on timely basis.
- Certificate Issuance and maintaining TDS Certificate Register.

Sale Tax Return

- Preparation and filing of Sale Tax Return.
- Issuance and Collection of Sale Tax Forms.
- Preparation of Sale Tax Challan and deposit.
- Preparation of Sale Tax computation and Filling of Sale Tax Return.

Other Job Responsibilities

- Preparation of Sale and Purchase Invoices Manually and in Tally, Maxus.
- Preparation of Debit Note & Credit Note.
- Preparation of monthly Payable and Receivable details.
- Preparation of Purchase Return, Sale Return, Journal, Monthly adjustments.
- Maintaining Day to Day Accounting Transactions.
- Managing Daily Utilization of Petty Cash.
- Handling Bank & Cash Transactions Day to Day.
- Preparation of Reconciliation of Bank Accounts and other Bank related works.
- Preparation of time to time Party wise Reconciliation.
- Supporting for Finalization of Trial Balance, Profit and Loss A/c and Balance Sheet.
- Independently managing the daily office work.

PERSONAL DETAILS:

- Father's Name : Rajaji Singh
 - Date of Birth : 10 March 1992
 - Language Known : English & Hindi
 - Religion : Hindu
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