

Sanjay Singh

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PROFESSIONAL OBJECTIVE

To secure a responsible career opportunity, where I can fully utilize my training, technical and management Skills, thereby benefiting both the organization and self.

PROFESSIONAL EXPERIENCE / CAREER PROFILE - Finance & Accounts / GST / SAP

Having 10 Years of overall experience in Finance & Accounts (MIS Reporting, Commercial, Banking, GST, Audit, Account Receivable and Reconciliation, MS-Office, TDS and Income Tax return preparation, Financial Statement Preparation, Service Tax, Sales Tax (VAT), Credit Control and day to day accounting)

EDUCATION QUALIFICATION

Course	Institution	Passing Year
C.A (PCC)	The Institute of Chartered Accountants of India (ICAI)	2012
B.Com(P)	Delhi University (Correspondence)	2011
XIIth	C.B.S.E.	2007
Xth	C.B.S.E.	2005

WROK EXPERIENCE

Jan 2019-till the date

Presently working with **“EVOK” Brand in HSIL Limited (Hindware)**, HSIL is a Leading brand of sanitary ware products having diversified business in Consumer product, sanitary ware, Faucets, Glass, Pipe and Retail Divisions. EVOK is Retail brand dealing with Furniture, Kitchen and Home décor categories which has 15 own Mega Stores, 45 Franchisee Stores with online business at own site www.evok.in

Senior Executive-Accounts & Finance

- Complete Responsibility of Commercial Activities, Banks Reconciliation, and Account receivable for Retail stores, Franchisee and E-commerce business.
- GST Input reconciliation with GSTR 2A and follow-up with Parties for resolution of differences.
- Ensure timely closure of month end activities with all Statutory Audit and Limited Reviews.
- Hand holds in day to day accounting, preparation of debit and credit notes, Debtors and Vendors Reconciliation, inter-division reconciliation, Related Party transactions.
- Handling the complete team of Cashiers of 15 EVOK stores.
- Verification of Credit Billing and follow up.
- Close coordination with Accounts payable (Service Expenses, Marketing, Purchase Accounting, Overriding Commission, Franchisee Commission, security of invoices and ensure correct deduction of TDS.
- Preparation of Fund Flow Statement and Timely circulation on daily basis for management information

June 2015-Jan 2019

Worked with **Pankaj Buildwell Limited (Pankaj Group)**, Real Estate Company Dwarka Delhi, Provide a wide variety of real estate services to investors.

Accountant

- Perform real estate accounting operations of commercial properties
- Provide guidance and recommendations on lease accounting issues
- Prepare financial statements and monthly reports
- Review lease escalations and ensure compliance with CAM
- Ensure completeness and accuracy of accounting procedures relating to real estate transactions
- Monthly tenant rent and utility billing.
- Monthly Account Reconciliation
- Manage Cash Flow for entire Group
- Oversee Employee Payroll
- Co-ordinate and provide all audit related queries at year-end with supported financial reconciliation.

June 2013-June 2015

Worked with **N&A associates**, CA Firm Patel Nagar Delhi

Accountant

- Complete Responsibility of Sales Tax (i.e. Registration, E-filing, relevant Forms, Assessments)
- Online registration of Service Tax, timely deposit of Challan and returns Accordingly
- E filing of ROC forms
- Finalized the P &L and Balance Sheet of various Sole Proprietors, Partnership Firm, Trust and NGOs
- Stock audit of Red bull India Private Limited
- Tax audit of Hotel Ramhan and Articon Lab Pvt Limited

March 2008-May 2012

Started Career with **Pratibha Kailash & CO.** one of the oldest Firm of Laxmi Nagar Delhi where I have garnered variety of knowledge

Article Trainee/Executive

- Maintaining Purchase Book, Sales Book, Journal Book, Cash Book, Bank Book, Debit Note, Credit Note and other Routine Accounting works
- Knowledge of Import Export Code
- Preparation of Bank Reconciliation Statement of Current, Saving, and Cards, Cash etc.
- Time to Time Scrutiny of Account Ledgers.
- Debtors/Creditors reconciliation & age wise analysis
- Statutory Audit of State Bank of India.
- Tax audit of NPOs (i.e. NDMC and National Textiles Corporation CO-OP T/C Society)
- Timely Deposit of Income tax, TDS Challan and returns accordingly.

COMPUTER PROFICIENCY

- I am proficient in SAP, Tally ERP
- Good Knowledge of MS-office and well versed in Microsoft Excel

PERSONAL INFORMATION

- Father's Name : Shri Rajkumar Singh
- Date of birth : 10th September 1989
- Language Proficiency : English & Hindi.
- Marital status : Single

Place:

Date:

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