

AMANDEEP SINGH

Accountant

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**Address- WZ-173 Shadipur Mandir Lane Opp
West Patel Nagar New Delhi-110008**

Certified public accountant with an accurately and efficiently supporting accounting activates for a diverse range of clients. I have experience in presenting data, analyzing cost control, providing financial reports, profit and loss statement under time pressures.

Objective

Aiming for assignments with an organization of repute which will enhance my skills and contribute towards organization process.

EXPERIENCE

Accountant VSR Ventures Pvt Ltd

May2023– Dec-2023

- Manage accounting activities to ensure compliance with accounting principles, policies and external audits
- Review and analyze the balance sheet, income statement cash flow statement and variance narratives.
- Prepare accurate timely financial reports of company expenditures following the established schedule.
- Keeping reports and data gathering by maintaining accounting database.
- Monitor the status of transactions and structures to ensure alignment with company policy and guidelines.
- Established controls and processes to perform the general ledger work and reconciliation bank statement to month, quarter and year end.

Assistant Manager Kotak Mahindra Pvt Ltd

Nov-2021-May2023

- Acquisition of new to bank clients with increasing the penetration inexisting customer base.
- Handling and making decisions regarding the daily activities related to the banking process and compliance with operational procedure and regulatorycontrol is maintained
- Selling the banking products with the good faith of the customers like opening of accounts and investments.
- Checking adherence of basic banking process.
- Aware customers about availability of the convenience services such as mobile banking and internet banking along with minimizing time through fast and accurate transaction processing.
- Reconciliation Bank statement, vendor payment and Salary Reconciliation transactions.
- Worked well and efficiently in a fast paced banking environment.

Accounts Executive

Delhi Academy of Medical Sciences Pvt. Ltd

Aug-2018-Oct2021

- Updating books in TallyERP software of the company with preparing of invoices.
- Handle Head office of the company related student fee, reconciliation of Bank with student fee monthly
- Helping in taxation work of the company like Gst Returns
- Preparation & finalization of Books of Accounts, Profit & loss, Balance Sheet in Tally & ERP Software.
- Provide professional accounting services for individuals and business clients include tax preparation audit support ,preparation of financial statements, general ledger accounting and bank reconciliations
- Handling all working related with banks of DAMS Group (Delhi Academy of Medical Sciences Pvt. Ltd., DAMS SKY Pvt. Ltd., DAMS Dental Pvt. Ltd. and DAMS Publishing LLP)

JMC & Associates CA FIRM

Jan2016-July2018

- Maintained financial accounts of corporate and non corporate entities.
- Tax planning and preparations for tax returns for corporate and individuals clients.
- Assist in resolving tax related issues for clients, helping minimize penalties.
- Prepared financial statements and bills of accuracy.
- Assisting in annual ROC filings.

Education

- 10th Passed from CBSE board Delhi in 2013
- 12th Passed from CBSE board Delhi in 2015
- Graduated with {Economics & Business Studies} from University of Delhi.
- Diploma in Accounting Banking and Finance from F-Tech Institute.

SKILLS

- Working knowledge of tally and busy.
- Strong Inter personal skills to deal with clients.
- MS Office { Word, Excel, Power point}
- Updated with all the latest computer applications and soft wares.
- Good knowledge in Accounting and GST taxation, GST Filling, TDS knowledge, Income tax basis knowledge.
- Knowledge of SAP Finacle Software & Oracle Software (Operation Work)

Personal Information

- Date of Birth-12th Feb 1997
- Gender-Male
- Marital status-Unmarried
- Religion-Sikh
- Language known-English, Hindi, Punjabi

