

# AMANDEEP SINGH

## Accountant

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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, polices 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**

- 10<sup>th</sup> Passed from CBSE board Delhi in 2013
- 12<sup>th</sup> 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

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