

PERSONAL INFORMATION

✉ Email
singhshyam279@gmail.com

☎ Mobile
(+91) 7709504891

📅 Total work experience
3 Years 1 Month

KEY SKILLS

MS-CIT
MS Office Word
Tally ERP
MS Office PowerPoint
Advanced MS Excel
MS SQL Server DBA

OTHER PERSONAL DETAILS

City Mumbai
Country INDIA

HOBBIES

playing cricket

LANGUAGES

- English
- Marathi
- Hindi

EXTRA CURRICULAR

shyam surendra singh

Account Executive

PROFILE SUMMARY

Detail-oriented and highly organized Accounts Payable specialist with over 3 years and 1 month of experience managing accounts payable functions, ensuring timely and accurate processing of invoices, payments, and vendor reconciliations. Skilled in accounting software such as SAP

EDUCATION

2014 B.Com
Mumbai
University

WORK EXPERIENCE

Mar 2022 -
Present

Account Executive

AGS Transact Technologies

1. Key Responsibilities:

- Generate all purchase entries and expenses entries related to admin ,legal
IT infra marketing admin expenses and project departments in SAP.
- Managed the accurate and timely processing of invoices ,to ensure all the tax (GST & TDS) are booked and same to behanded over to tax team before month end.
- Montly GRIR and advance closing with respective team follow up.
- Vendor ledger reconciliation on montly and yearly basis.
- Inspection of all the TDS as per accounting standard and GST are charged as per the Indian Taxation law before approving any payment.
- Help for "Related Party Transaction " entries on quarterly and yearly end.
- validate all the mails are resolved before the TAT,ensure all the issue are resolved raised by vendors.
- Monthly MIS Report preparation :Outstanding control sheet(OCS),ageing Reports,expense Report and PDC cheque reports,
- Proper accounting of credit notes and Debit notes as per approval.

project handling:-

- IOCL,HPCL,Nayara (Essar Petroleum) ;-sites invoices checking and processing.
- Multiple Bank sites:- sites invoices checking and processing after concern department approval and

documentation.

- Bangalore metro project kochi rail/water metro:- invoice checking and processing on priority for payment.

GSTR-1 and GSTR-3B

1. GSTR-1:

The GSTR-1 contains details of outward supplies made during a tax period and requires details to be included of B2B supplies, B2C supplies, exports, credit and debit notes, amended sales invoices, amended credit and debit notes, tax liabilities

2. GSTR-3B:

Purpose: This is a summary return must file for reporting their total tax liability and claiming input tax credit (ITC) for a given period.

Payment of tax (CGST, SGST/UTGST, IGST).

Key Differences:-

MSME stands for Micro, Small, and Medium Enterprises, Under the Micro, Small, and Medium Enterprises Development (MSMED) Act, 2006 in India, the government has mandated that payments due to MSMEs must be made within 45 days from the date of the supply of goods or services.

Tax Deducted at Source :-

TDS returns are filed quarterly, and the filing process is done through the official Income Tax Department website or a designated tax portal. There are various forms like Form 24Q, Form 26Q, Form 27Q, and Form 27EQ, depending on the nature of payments.