

## **Curriculum Vitae**

### **CA. AMIT KUMAR SINGH**

#### **CARRER OBJECTIVE:-**

- To deliver above expectations.
- To contribute towards the achievement of practice and organizational objectives.
- To set new standards of performance.
- To add value on all client engagements.
- To adopt methodological approach for work assigned.

#### **WORK EXPERIENCE :-**

S.No	Name of the Organization	Designation	Term of Service
1.	<b>Woco Tech Elastomere Noida Ltd. (Formerly known as Woco Motherson Elastomer Ltd.), Noida</b>	Senior Manager, Accounts & Finance	Aug 2010 to till date.
2.	<b>Sahni Natarajan and Bahl</b>	Consultant	December 2009 to July 2010.

#### **WORK PROFILE :-**

##### **Industry Profile:**

##### **Automotive Manufacturing Plant:**

- Preparation of monthly & yearly Profit & Loss and Balance sheet as per IGAAP
- Business Planning
- Budgeting & forecasting
- Monthly Operational review & gap analysis
- Variance analysis
- Analyze working capital requirement
- Preparing Cash flow statement
- Forex hedging
- Legal compliances
- Fixed Assets management
- Debtors management
- Creditors management
- Capex planning
- Liaoning with Government Agencies
- Handling Annual statutory audit (conducted by Deloitte & PWC)

B-25, Mehak Residency, Acheja, Gautam Budh Nagar, U.P.- 203207

Mob : +91-7678280664

E-mail : amitca12@gmail.com

- Handling Internal audit
- Monthly reporting of MIS
- Conduct tax planning & ensure statutory compliances
- Handling day to day Plant Accounting
- Management of Accounts payable & Accounts receivable
- Handling of Income Tax & GST
- Handle ICFR audit and preparation of ICFR framework
- Handle Tax audit
- Handle Transfer Pricing audit
- Handle PF & ESI audit
- Handle GST Audit
- Representation before Tax authorities for Income Tax assessment
- Handle Transfer Pricing assessment
- Handle GST assessment (U.P.)
- Monthly reconciliation of GST
- Monthly reconciliation of Debtors & Creditors
- Exposure in banking relations including export-import transactions
- Monthly filing of GST returns
- Annual filing of GST returns
- Quarterly filing of TDS returns
- Annual filing of Tax audit report
- Annual filing of Transfer pricing audit report
- Annual filing of Income Tax return
- On line filing of Income Tax appeal
- Filing of ROC returns
- Budgeting & Forecasting

CA. Amit Kumar Singh  
B.Com(P), Chartered Accountant, C.S.(Inter)

**Audit Profile:**

**Statutory and Tax audit**

Name of client	Position
Manglam Cements Ltd.	Team Leader
Saveena Enterprises	Team Member
Avanish Metal	Team Leader
CIMMCO Birla Ltd.	Team Leader

**INTERNAL AUDITS**

Name of client	Position
Ansal Properties & Infrastructure Ltd.	Team Leader
Polyplex Corporation Ltd.	Team Leader
India Glycols Limited	Team Leader
Hella India Ltd.	Team Member
Maruti Suzuki India Ltd.	Team Member
American Express Services India Ltd.	Team Leader
Pepsi Co. (SOX Audit)	Team Member

Involved in various segment of internal audits like Accounts, Purchase, Sales & Marketing, Legal Services, HR, Co-ordination, Production, Freight, Corporate Communication, Factories Act, etc.

**QUALIFICATION :-**

S.No	Board / University / Institute	Degree/Certificate	Year
	<b><u>PROFESSIONAL</u></b>		
	<b><u>Professional</u></b>		
1.	ICAI	CA Final	June-2009
2.	ICSI	CS(Inter)	June-2008
	<b><u>Academic</u></b>		
3.	UNIVERSITY OF DELHI	B.Com(P)	2005
4.	SVM, Sindri (CBSE)	Intermediate	2002
5.	SVM, Sindri (CBSE)	High School	2000

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### **ACHIEVEMENTS :-**

- Many times participated in Play & Drama at school level.
- Sports Secretary in College.
- Sports certificate in various sports at school level.
- First time grouped Volleyball team in college.

### **DATE OF BIRTH :-**

- June 10<sup>th</sup>, 1985.

### **LANGUAGE KNOWN :-**

- Can read, write & speak English & Hindi.

### **COMPUTER LITERACY :-**

- Worked on Empro ERP system.
- Conducted audit in SAP environment.
- Having working knowledge of Accounting Package Tally 9.0.
- Well versed with MS Excel, MS Word, MS PowerPoint.

### **MOBILITY :-**

- Looking for opening in any part of the world.

### **FAMILY BACKGROUND:-**

- Father is working in ACC Ltd. as Production Manager.
- Mother is Home Maker.
- Younger Sister is married and home maker.
- Younger Brother is B. Tech (Electrical) and working as project manager in Rural Electric Board.

### **HOBBIES :-**

- Listening old movie songs.
- Watching cricket.
- Help to needy persons.
- Play & Drama.

CA. Amit Kumar Singh  
B.Com(P), Chartered Accountant, C.S.(Inter)

**PERSONAL TRAITS :-**

I have an aptitude to learn new things and thereby to give them a practical shape and as such will prove to be an asset in your organization.

Date :

Place : Noida

**(CA. Amit Kumar Singh)**