

NIDHI SINGH

Senior Account Executive (Account & Finance) with over 7 years of experience in Finance & Accounts, Auditing. Proven expertise in Accounting works; ensuring delivery of timely closure of books of accounts.

An effective leader with strong planning, analytical, people management and problem solving abilities.

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Accounting Import/Export Duty, Statutory Compliance, Closing Activities, Inter-Company Reconciliation

Conducting financial accounting of Beverage Manufacturing related activities. Evaluating internal control systems / procedures; preparing reports with a view to highlight the shortcomings & suggesting necessary recommendations. Responsible for various financial functions such as Balance Sheet, P&L a/c analysis. Implementing required changes to accounting systems & procedures for better management; team member for timely preparation of statutory books of accounts. Handling the general ledger scrutiny of the related balance sheet accounts, related intercompany reconciliation and liaison with the statutory auditors for all the above related areas.

WORK EXPERIENCE

Premier Alcobev Pvt. Ltd. (Delhi)

Designation: Senior Account Executive (Account & Finance)

Dec 2016–Till 01.10.2022

Job Profile:

- Preparing various reports to be used by the Management.(MIS)
- DP statement preparation and sending to bank on time.
- Direct dealing with bank for all payment process.
- Fund management, planning budget (Receipt & expected payout) and analyzing the variance at the end of the month with director.
- QIS, DP Statement, CMA Data Preparation.
- **(Current Working area and specialization above two points)**
- Dealing with TDS, TCS, GST, PF, ESI, & Excise duty compliance of the company at corporate level, timely filling of Statutory TDS, GST returns and their payments.
- Responsible for providing support to Units in Month closing activity
- Work closely with the statutory auditor and ensure the timely preparation (with team) of the annual financials and submission of the information to the auditor.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.

PBH & Associates

Designation: Accounts Executive

Oct 2015– Sept 2016

Job Profile: Handling of Accounts and Statutory Compliances.

- ROC Compliances and Income Tax Compliances of companies.
- ROC filling with regards to increase in Auth. Share Capital, Allotment of Shares, Appointment/cessation of Directors in companies and Annual return filling.
- Prepared minutes of Companies since first AGM/BOM.
- Prepared resolutions for various purposes like Addition in Authorized Signatory in Bank, DMAT / Bank Account Opening, Appointment/cessation of Directors or Auditors in companies, Purchase of Properties in Companies.
- TDS returns, ITR, Service tax return filling.
- Regularly dealing with day to day activity like Journal Entries & Bank reconciliations.

Analysis of Debtors and Creditors-
Ageing, Recovery Period, Balance
Confirmation Procedures.
Compliance with requirement of schedule
VI of the Companies Act, 1956 &
Companies Act-2013; Compliance with
Accounting Standards;
Review of Statutory compliances and other
financial areas.

Exposure of Audit in ERP Environment.
Well versed with MS-Office, Internet
applications and financial packages like
Tally ERP 9 And Prime, CompuTax.

Father's Name: Dr. ShyamBihari Singh
Nationality: Indian
Marital Status: Married
Date of Birth: 21stJanuary, 1992
Languages Known: English and Hindi

EDUCATION

PGDM (Finance) from IMT, Ghaziabad
(June .2019)

B.Com (Commerce) from IGNOU
(Dec 2012)

C.A. (IPCC) from ICAI
(Nov 2011)

C.A. (CPT) from ICAI
(Dec 2009)

Higher Secondary (12th), 2009 from CBSE Secondary (10th),
2007 from CBSE

Knowledge of Advanced Excel

ARTICLESHIP DETAIL

**Worked as an article assistant in AKAR & Associates Delhi where I gained
valuable exposure of Taxation and Audit work. (From May 2013 to April 2015).**