



**SIMPI  
SINGH**

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## Summary

Analytical professional with technical knowledge and critical thinking skills to thrive in data-driven environments. Tackles challenges with positivity and drive to overcome. Works great alone or with others and consistently exceeds expectations.

## Skills

- Soft-Skills
- Tally Erp 9.1
- SAP Fico ERP 9.0
- Oracle - Net Suite
- MS Word, MS Excel, Power Point
- Advance formulas - V Look up, H look up, pivot Table
- Up, Sum IF, Count IF.....
- Internet Savvy
- Operating window 7, 8
- Microsoft Outlook
- Google sheet
- Accounting Specialist with Vast experience of 7 years Into finance and accounting.
- Having great knowledge about Tally, SAP, Oracle - Net Suite, And advance excel with,Accounting formulas.
- Team Handling.
- Strong Written communication and Verbal skill, Familiar with Outlook, Power point, word, Internet Etc.
- Well versed with posting in all kind Of entries: - journal entries, sales, Entries, contra entries, cash entries, Receipt entries.
- Familiar with MIS report
- Ability to maintain confidentiality

## Experience

### Novartis

*Analyst | Hyderabad , India      06/2022 to 03/2023*

- \* responsible for invoice processing and vendor payment
- \* Po creations and rate checks of products
- \* Making monthly reports for accounts payable and collaborating with team on weekly basis.

Responsible for cash flow reports.

- Utilized formulas to extract data from queries into Excel spreadsheets.
- Participated in regular meetings with management to assess and address issues and identify and implement improvements.
- Worked closely with supply and management team.
- Responsible for GR booking, Rate checks and invoice verification to release the payment for vendor.

### Intellesia solution pvt ltd

*Accounts Specialist | Hyderabad , India      11/2021 to 04/2022*

- Responsible for day to day transaction of company
- Interacted with clients & vendors related to business queries
- Assisted to auditors in quarterly & annual auditing
- Responsible for sales invoice processing
- Responsible for GST & TDS returns filling
- Handled all the banking related responsibilities
- Responsible for annual tax filling of employees
- All the vouchers should be maintained properly.

### VOGO Automotive

*Accounts Specialist | Bangalore, India      07/2019 to 10/2021*

- Kakatiya University
- Intermediate - Royal Junior College
- SSC - Project Girls high School
- Done Tally and SAP FICO Certification
- All the vouchers should be maintained properly
- Responsible for day to day transaction
- Assisted auditors in quarterly & monthly basis

- Deadline driven with excellent time
- Management ability
- Able to communicate with all level of Management.
- Well versed with accounting Principals.
- Excellent attention to detail and accuracy in entering financial data.
- Having knowledge about balance Sheet and trial balance.
- Good at GST, TDS, and income tax filling

## Education and Training

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### Bachelors Degree - B.com Computers

Kakatiya University

GPA: 65

10+2

Royal Junior College

GPA: 60

### High School Diploma

Project Girls High School

Bihar

GPA: 60

- Prepared vendor ageing reports and submitted to the manager every month
- Posted journal entries, cash entries, sales entries, contra entries etc..in tally
- Assisted manager to prepare MIS reports
- Responsible for the reimbursement reports of the employees
- Processing sales invoices and submitted to the clients on time
- Prepared purchase orders as per the company's requirements., Processing invoices and Purchase orders
- Preparing MIS - Purchase, Sales, Cash Flow
- Preparing vendor ageing reports
- Responsible for vendor payment every month
- Assisting Auditors for quarterly and monthly reports and provide required reports to auditors
- Worked on general accounting
- Posted all kind of entries - Journal entries, Purchase entries, sales (receipt entries), contra entries, payment entries
- Responsible for cash flow management
- Responsible for vendor and banking reconciliation and provide summarise
- Reports to the manager
- Well versed with MS excel formulas - Sum if, Count if, Pivot table, V lookup, H lookup.

### Deloitte LLC

*Analyst | Hyderabad , India      02/2019 to 06/2019*

- Worked closely with GFS team.
- Responsible for accounts payable activity
- Worked on UK and USA finance and compliance
- Responsible for credit card and vendor payments
- Responsible for processing the invoices.

### Neudesic Technologies

*Finance Executive | Hyderabad , India      11/2016 to 11/2018*

- Tax Filling
- Analytical skills
- GST & TDS Filling
- Invoice Processing
- Reimbursement
- Reconciliation: - Banking and vendor
- Outstanding Math and research skill
- Petty cash handling
- Interaction with all levels of management
- Banking related queries.
- Reduced process discrepancies by accurately maintaining performance reporting data systems.
- Elevated revenue opportunities, supporting operations and sales.

## Languages

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Hindi: First Language

English: C2

 Proficient