

# Sanminder Singh

Accountant

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Contact

### Address

Patiala, 147001

### Phone

+91 95174 43782

### E-mail

ssanminder038@gmail.com

## Skills

Calculating liabilities

Finance

Administrative  
support

■■■■■  
Advanced

Bookkeeping

■■■■■  
Upper  
intermediate

Financial  
statements  
expertise

■■■■■  
Advanced

MS Office  
Suite

■■■■■  
Advanced

Budget  
Analysis

■■■■■  
Upper  
intermediate

## Work History

2020-06 -  
2022-05

### Accountant

Garg Tyre House , Patiala

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Improved data collection, financial analysis and financial modeling to optimize practices and retain customers.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Reviewed accounts, resolved coding areas, and tracked recurring expenses for accrual entry.

## Education

2016-06 -  
2019-05

### Bachelor Of Commerce: Commerce

Government Bikram College of Commerce -  
Patiala

2013-04 -  
2014-03

### 10th Standard (Matriculation): Basic Matriculation

Nabha Preparatory High School - Nabha (Patiala)

Cash Flow  
analysis

Upper  
intermediate

Languages

Punjabi

Proficient

Hindi

Proficient

English

Advanced

2015-04 -  
2016-03

12th Standard (Senior Secondary):  
Commerce

Government Senior Secondary School (Boys) -  
Nabha, Patiala.

Certifications

Certified Tally Financial Accounting, Institute of  
Tally Learning - From 05/09/2019 to 04/03/2020

Interests

Reading

Outdoor Games

Watching Knowledgeable Content