

SHIKHA RAKESH SINGH

FLAT NO 304, A-WING,
LAKSHYA HEAVEN APPT, VEMALI
GAON, SAMA-SAVLI ROAD,
VADODARA, GUJARAT. 380003



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Career Objective:

Ambitious to build a career in accounting and finance with an organization where team work is required and hard work is appreciated and to be in a position which is best suited to my knowledge and skill.

Personal Details:

Gender : Female
Date of Birth : 30-June-1995
Nationality : Indian
LanguageKnown : Hindi, English, Gujarati & Bhojpuri.
Marital Status : Single
Hobbies : 1. Do creative work and learn new think.
2. Reading and Travelling.
3. Solve the Reasoning & Math Question.

Educational Qualification:

Qualification	Board/ University	Year	Percentage
SSC	G.S.E.B.	2010	66%
HSC	G.H.S.E.B	2012	59%
B.COM	GUJARAT UNIVERSITY	2015	68%
M.COM	GUJARAT UNIVERSITY	2018	58%

Computer Skill:

- Basic M S Office
- Financial Accounting System Tally.ERP 9 And Accounting software
- Internet

Organizational Experience :

1. Two year worked In Tecon-Techdrive Engineering Comp as Accountant.
2. Four year Worked In PM & COMPANY as Accountant.
3. Two year worked in Apexa HR Services Pvt. Ltd. as Sr. Accountant.
4. One year worked in RMV Associates LLP as a Sr. Accountant.
5. Currently working in Mahindra Caravel Motors Pvt. Ltd as a Account Manager.

Other Details :

1. Current Comp. : Mahindra Caravel Motors Pvt. Ltd
2. Total Work Experience : 9 Year
3. Current CTC : Rs. 4.68 Lacs per annum
4. Notice Period : One Month
5. Current Location : Vadodara
6. Ready to Relocate : Yes. **(Preferred Location : Vadodara)**

Job Description :

1. Handling all the sales accounting procedure and follow up for outstanding Payments..
2. Making entries of all transactions viz. Receipts, Payments, Contra & Journal.
3. Filling TDS, TDS Return, Apply for Lower TDS, Form-16, Form 24,26 & 27, Return File.
4. GSTR1 & GSTR2B reco with protal
5. Creating Sales Invoice, E-Invoice & E-Way Bill & credit note
6. Purchase invoice & Debit note
7. Filling ITR 1, 2 & 3.
8. Bank Reconciliation With Net Banking.
9. Handle Bank Statement.
10. Stock Entry & Stock Management.
11. Maintain Balance Sheet with guidance of CA.
12. Employee Salary Payment & Other company payrolls
13. GST(GSTR-1 & 3B File) return file, TDS file & ITR File
14. GSTR9 data entry & Filling
15. Cash maintain in company(cash Voucher)

Place: Vadodara**Date: 10-03-2023****Your Faithfully**

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