# CURRICULAM–VITAE



**ISHWAR SINGH**

**(TAXATION & ACCOUNTING ID NO-SCA001259 & BADGE ID-SCA-B007002 by CA Piyush Gupta)**

Village- Mavi-Meera ,

P.O. –Lawar, P.S. Daurala, Meerut(U.P.)Pin Code- 250222

E-Mail:- [ishwarsingh778899@gmail.com](mailto:ishwarsingh778899@gmail.com)

Mob: +91-8958362603, 9389249821

# Total summary of Experience

A total work of experience (25-30) years Experience in Administration and Accounts Department my key strength are the ability to manage the Accounting &Administration related issue of the company Colleges, Schools in challenge.

# Account Manager Present working (Dec.2021)

* **M/s. Aadi Solvent Recyclers Pvt Ltd H.O. Delhi**
* **Job Profile/ Task**
* Collect and Analyzed Clients Data and financial Transactions Documenting Accounting records controls procedures.
* Maintained financial records ensure proper recording of operations required to the financial workflow
* Prepared month –end salary TDS,TCS, GST, EPF , ESI and Advance Tax calculation Tax Deposit and return filling and Bank Stock statement etc.
* Prepared month-end Profit and Loss and Balance Sheet reconciliation including but not limited Income and Expenses figures for accuracy legitimacy.
* Prepared Daily based stock Inventory. Imports & Exports sale with LUT Bond and without LUT Bond.

# Sr. Accountant (Jan.2020-Nov. 2021)

* **M/s JDM Technologies Private Limited . Meerut Uttar Pradesh** .
* **Job Profile/ Task**
* Collect and Analyzed clients Data and financial Transactions Documenting Accounting records controls procedures.
* Maintained financial records ensure proper recording of operations required to the financial workflow
* Prepared month –end salary TDS, GST, EPF , ESI and Advance Tax Deposit and return filling and Bank stock statement etc.
* Prepared month-end Profit and Loss and Balance Sheet reconciliation including but not limited Income and Expenses figures for accuracy legitimacy.
* Prepared Daily based Stock Inventory.

# Accountant. (Jan.2018-Dec2019)

* **BIT Global School Ghat Institutional Area, Meerut Uttar Pradesh**
* **Job Profile/ Task**
* Collect Analyzed Student Data and Fees daily transaction record financial transaction Receipt and Payment Documenting Accounting control procedures
* Prepared month–end salary TDS, EPF,ESI and Advance Tax Deposit and return filling etc
* Prepared month-end Income and Expenditure Accounts and Balance Sheet reconciliation including but not limited Income and Ependiture figures for Accuracy legitimacy.

# Accountant (Jan 2016-Dec2017)

* **J.S Academy Modipuram , Meerut, Uttar Pradesh**
* **Job Profile/ Task**
* Collect Analyzed Student Data and Fees daily transaction record financial transaction Receipt and Payment Documenting Accounting control procedures
* Prepared month–end Salary TDS, EPF, ESI and Advance Tax Deposit and return filling
* Prepared month-end Income and Expenditure, Balance Sheet reconciliation including but not limited Income and expenses figures for accuracy legitimacy.
* Collect and analyzed clients Data and financial Transactions documenting accounting records controls procedures.

# Accountant (April.2007 –March2016)

* **M/s Kan Systems Meerut; Uttar Pradesh.**
* **Job Profile/ Task**
* Maintained financial records ensure proper recording of operations required to the financial workflow
* Prepared month –end salary TDS, EPF, ESI VAT ,CST , Service tax and Advance Tax Deposit and return filling etc.
* Prepared month-end Profit and Loss and Balance Sheet reconciliation including but not limited

# Accountant (April2001-March2007)

* **S.D.College Engineering & Technology Muzaffarnagar.Uttar Pradesh.**
* **Job Profile/ Task**
* Collect analyzed student data and fees daily transaction record financial transaction Receipt and Payment documenting accounting control procedures
* Prepared month –end TDS,TCS, GST, EPF , ESI and salary tax deposit and return filling etc.
* Prepared month-end Income and Expenditure Accounts and Balance Sheet reconciliation including but not limited income and expenses figures for accuracy legitimacy.

# Accountant. (April1995-March2001) M/s., Telemecanique& Controls Ltd. OkhalaPhase-III New Delhi

* **Job Profile/ Task**
* Collect and Analyzed Clients Data and financial Transactions documenting accounting records controls procedures.
* Maintained financial records ensure proper recording of operations required to the financial workflow
* Prepared month –end salary TDS EPF, ESI VAT, CST , Service Tax Advance Tax Deposit and
* return filling and Bank stock statement etc.
* Prepared month-end Profit and Loss and Balance Sheet reconciliation including but not limited income and expenses figures for accuracy legitimacy.

**Extra Skills**

* Taxation:- VAT CST Entry Tax, Income Tax, TDS, Service Tax, ESI, EPF, GST) etc.
* Return Filing:- ITR VAT. CST, Income Tax, TDS, ESI, PF, Service Tax, GST) etc.
* Case Sort-out:- (Sale tax and Income tax) etc.
* Registration:- Society Registration, GST Registration, PF & ESI Registration etc.
* Computer: Basic( MS- Office, Net Surfing )Tally4.5,5.4,6.3,7.2,ERP 9.0Tally Prime.
* All type of drafting and correspondence self depended etc.

**Academy Qualifications**

* MBA ( Finance) from Swami Vivekanand Shubharti University Meerut Uttar Pradesh.
* B.Com from CCS University (Meerut) With first Division in 2010.
* Intermediate from U.P. Board Allahabad with 2nd Division in 1989.
* High Scholl from U.P. Board Allahabad with 2nd Division in 1987.

# Professional Qualification

* + Pursuing SAP Fico from SLA Consultant Dehli
  + Certificate of Participation Taxation & Accounting Smartious Commerce Academy Through CA Piyush Gupta Id No SCA001259 & Wadge ID No. SCA-B007002
  + Certificate of Participation Advance English, GST and Taxation , Tally ERP 9 , Human Resources Management from work India in 2020
  + Computer ( M S-Office, Net Surfing ) Tally4.5,5.4,6.3,7.2,Tally 9.0 Tally Prime etc.
  + Diploma of Participation One and half year Computer Software Application from NIIS Meerut with Grade B+ in2000.

# Personal Details

Father's Name : Lt ShriBalbir Singh

Address

Village-Mavi-Meera

P.O.-Lawar,P.S.Daurala,Meerut(U.P.)

Pin Code- 250222.

* Sex : Male
* Date of Birth : 02-09-1971
* Religion : Hindu
* Nationality : Indian
* Strength : Self Confidence
* Language : English, Hindi
* Hobbies : Reading & Music.
* Present Salary : Rs. 30000/
* Expected Salary : As per College & Institute & School

Policy & Company policy

* Date
* Place **(ISHWAR SINGH)**