**CURRICULUM VITAE**

**SHIKHA SINGHAL** H.No.-208, Street No.-9

Contact no.-9990753090 Bhola Nath Nagar

Email I’d-shikha\_cacs170189@yahoo.in Shahdara Delhi-110032

**PRELUDE**

* A CA-Inter having SAP (5 Yrs Exp.), Ramco & Tally ERP knowledge
* 8+ years of experience

**KEYSKILLS**

* Positive “can do” flexible attitude, Fast learner, Ability to teamwork effectively, Good organizational skills and High ethical values.

**PROFESSIONAL QUALIFICATIONS**

* Pursuing CA (Final Yr.)
* ERP- SAP Logon 720, Ramco, Tally 9
* Computer training program from Aptech Institute.

**EDUCATIONAL QUALIFICATIONS**

* B.COM (HONS.)- Delhi University (2010)
* 12th- CBSE Board (2006)
* 10th - CBSE Board (2004)

**PRACTICAL EXPERIENCE- (8+ years)**

**ORGANISATION: Israel Chemicals Limited**

**POSITION: Senior Accounts Executive (Jun 2019-till Nov 2019)**

**JOB PROFILE:**

* Ensuring timely processing of indents received from marketing persons
* Timely processing of invoices and provide to dispatching locations.
* Valuation of inventories.
* Daily MIS, sales & collection report.
* General accounting

**ORGANISATION: International Panaacea Limited**

**POSITION: Senior Accounts Executive (Nov 2018-May2019)**

**JOB PROFILE:**

* Preparing board resolutions, commercial business agreements
* Ensuring accurate & timely processing of invoices.
* Capitalization accounting.
* Employees’ travel & misc. claims settlement.
* Monthly Stock Statement for bank
* Vendor Reconciliation

**ORGANISATION: Tata Chemicals Ltd.**

**POSITION: Accounts Executive (Accounts Payable)**

**PERIOD: July 2013-May 2018**

**JOB PROFILE:**

* Ensuring accurate & timely processing of invoices and vendor payments
* Vendor Reconciliation
* Prepare cheques electronically for making payment of utility bills.
* Employees’ travel & misc. claims settlement.
* Creating purchase/service order/GR as and when required in GST scenario.
* Dealing with vendor and employee related queries via telephone/e-mail and resolve promptly.
* Month-end activities like GL Scrutiny & GR/IR/Advance clearing, Profitability report, closing stock report, follow-up for invoices from user dept. etc.
* Assist senior management in their reporting work.
* Involved in quarterly/yearly Statutory/Internal audits.

**ORGANISATION: NEEV ENERGY LLP**

**POSITION: Accountant (June 2012-June2013)**

**JOB PROFILE:**

* General book-keeping entries. bank & cash reconciliation. Follow-up from vendors for payments via e-mails and telephone.

**ORGANISATION: Lesconcierges Services Pvt. Ltd.**

**POSITION: Branch Accountant (July 2011-Oct 2011)**

**JOB PROFILE:**

* General book-keeping entries. Cash handling &management and reconciliation

**ORGANISATION: R.K.Automobiles**

**POSITION: Account Assistant (Jan 2010-June 2011)**

**JOB PROFILE:**

* Assist the controller with the day-to-day, monthly and year-end operations of the Accounting, General book-keeping entries. Vendor clearing. Bank reconciliation

**PERSONAL DETAILS**

* Father`s name : Sh. Arun Kumar Singhal
* Date of birth : 17th Jan.1989
* Marital Status : Single
* Hobbies : Reading books, Playing badminton
* Language known : English, Hindi