** CURRICULUM VITAE**

**SONI SINGH**

Gali No:-22,

Sec.- 45

Sadarpur

Noida, U P

sonisingh120291[@gmail.com](mailto:juhiguptav@gmail.com)

(M) +91-7503515138

*Looking for an entry into a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge base as well as personal attributes to achieve the organization goals.*

**EXPERIENCE SUMMARY**

* Experience in making Journal entries of Sale, Purchase, Contra, Payment, and Receipt.
* Good Knowledge in preparing periodical reports & as per company requirement using Excel and word.
* Expertise in Inventory- Stock Journal, Stock Receipt, Purchase- Purchase Bill Transport and Sales - Tax invoice, Retail invoice.
* Good Working Knowledge on **Tally & Busy** software.
* Team player with utmost dedication towards profession.
* High degree of flexibility and ability to adapt to change in direction.
* Excellent interpersonal, communication and documentation skills
* Excellent problem solving skills with strong technical background and ability to meet deadlines and work under pressure.
* Bank recollection, Cash handling.
* Good knowledge on TDS, GST.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **School/College** | **Board/University** | **Year** | **Percentage** |
| B.Sc | D.D.P PG College | CSJM University, Kanpur | 2013 | 58.00 |
| 12th | P.R.D Inter College | UP Board | 2010 | 70.00 |
| 10th | P.R.D Inter College | UP Board | 2008 | 56.00 |

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| Tools | Microsoft Office, Tally ERP 9.0 & Busy Accounting S.W |
| Operating System | Windows |

**WORK EXPERIENCE**

**Previous Employer: Bhargava Motors Noida**

**Designation:** Accounts Assistant From 14 May 2014 to 21 Feb 2016.

I worked here for 1year 8 months gained a good experience in accounting knowledge .

**Job Profile:**

* Inventory: - Stock Journal, Stock Receipt.
* Purchase: - Purchase bill transport.
* Sales: - Tax invoice, Retail invoice.
* Reports - Inventory Books, Account Books, Sales Report, Claim Report.
* Bank Reconciliation , Vender Management, Cash management
* TDS

**Previous Employer**: Helpline Facility Management PVT LTD from 22 Feb 2016 to 10 13March’19

**Designation:** Senior Account

**Job Profile:**

As of now, I am working on Tally & Busy Software.

Experience Summary:-

* Inventory: - Stock Journal, Stock Receipt.
* Purchase: - Purchase bill transport.
* Sales: - Tax invoice, Retail invoice.
* Reports - Inventory Books, Account Books, Sales Report, Claim Report.
* Bank Reconciliation , Vender Management, Cash management
* Filling TDS
* Filling of Returns using GSTR-, GSTR-3B

**Current Employer:- Current Employer:Racknsell Online Service PVT LTD from 18March 2019 toTill…**

**Designation : Accountant**

As of now, I am working on Tally & Excel M S World

Experience Summary:-

* Inventory: - Stock Journal, Stock Receipt.
* Purchase: - Purchase bill transport.
* Sales: - Tax invoice.
* Reports - Inventory Books, Account Books, Sales Report, Claim Report.
* Bank Reconciliation , Vender Management, Cash management
* Filling TDS
* Filling of Returns using GSTR-1, GSRT-2, GSTR-3
* Salary & EPF

**AREA OF INTEREST**

* Listening Music
* Reading Book
* Traveling

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Father | Mr. Hukum Singh |
| Mother | Pushpa Devi |
| Date of Birth | 12th Feb 1991 |
| Sex | Female |
| Nationality | Indian |
| Marital Status | Single |
| Known Languages | English and Hindi |

**DECLARATION**

*I hereby declare that the details provided by me in these curriculum vitae are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.*

Date: 04/02/2019 **SONI SINGH**