# **CURRICULUM VITAE**

**PRALAV PRATAP SINGH**

House No. B2/6A, Sunday Market Road,

Phase -V,Aya Nagar, South Delhi - 110047

**Mobile : 8510065579**

**E-mail : pralavpratapsingh@gmail.com**

**Carrier Objective**

* To work in a challenging environment where I can use my knowledge and skills and thereby contributing to the achieving organizational objective.

**Experience**

* Working with **Surya Processors Pvt. Ltd.** since 1st July, 2014 to 7th July 2017 as Accounts Executive.
* Passing entry in respect of Purchase, Cash, Receipt, Payment, Debit Note, Credit Note.
* MIS Report
* Calculating TDS and Service Tax on Transporter, Professional, Contractor and Broker
* Making provision in respect prepaid expense.

- Ledger Reconciliation, Bank Reconciliation

- Issue of FORM – 38 (Road Permit) UPVAT, Form - C

- Accounts Payable, Accounts Receivable

- Prepare of RG - 1

* Currently working with **Sunshine Teahouse Pvt Ltd** since 8th August 2017 as Sr. Executive (Accounts & Taxation).

#### Passing entry in respect of Sales, Receipt, Creditor Payments, Purchase

#### Preparation of MIS report for Debtors Outstanding, Debtors Ageing, Creditor Outstanding, Creditor Ageing

#### Preparation of B2B Invoice

#### TDS book and Preparation of TDS and TDS Return

#### Work on monthly closing, Balance Sheet, Bank Reconciliation, Ledger Reconciliation

#### E-way Bill, Filing of GST return GSTR – 1, GST – 3B

**Educational Qualification**

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| **Degree** | **Board/ University** | **Year of Passing** |
| MBA (Finance) | Amity University (Noida) | 2019 |
| B.com | C.C.S. University (Merrut) | 2012 |
| 12th | U.P. Board | 2009 |
| 10th | U.P. Board | 2007 |

**Computer Proficiency**

* Completed 6 months computer course from IICTC Saharanpur
* M.S. Office- Word, Excel – VLOOKUP, SUMIF, SUBTOTAL, PIVOT TABLE, COUNTIF, TEXT, CONCATENATE
* Tally ERP 9,
* Internet
* Busy Software

**Personal Detail**

Father’s Name : Sh. Devendra Singh

Date of Birth : 31 Aug. 1992

Permanent Address : Village- Mirzapur, Post- Ambehta Chand,

District-Saharanpur -247451(U.P.)

Nationality : Indian

Language known : Hindi & English

Strength : Team work, Honesty

**Date: (Pralav Pratap Singh)**

**Place:**