

CURRICULUM -VITAE



SURENDRA SINGH

B.COM. (HONS), C.A (Inter)

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NEW DELHI-110062.

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Objective:

To obtain position offering opportunity for advancement and professional development in the field of Accounts, Audited Taxation.

Professional Qualification: C.A. (Inter) from ICAI Bhawan, New Delhi.

Academic Qualification:

- Complete B.Com (Hons) (1989 – 1992) with Account in Second class L.N.M.U. Darbhanga.
- Complete I.Com (1987-1989) in Second Division from B.S.E.C. Patna.
- Complete 10th pass 1987 in First Division from B.S.E.B. Patna.

I.T. Skills

- Proficiency in MS Word, MS Excel and Power Point.
- Tally (4.5-9.1), ERP-9.BUSY-4.1, Oracle, SAP.
- Expertly navigate the internet as Research tools.

WORKING EXPERIENCE:

Accountancy:

Book Keeping-Preparation of vouchers, voucher entry. Bank Reconciliation, Party reconciliation , Stock Verification and Inventory control, Fixed Assets Verification, Preparation of Depreciation Statement and Fixed Assets Registers, Reconciliation of sundry Debtors and sundry Creditors balances ,Duty & Taxes Statutory payment, Tax provision, Finalization of Balance Sheet and Financial statement. Ratio Analysis, Funds flow, Cash flow etc.

Legal Compliances: - Income Tax, TDS, GST, Adv. Tax, DDT, EPF& ESIC, ROC (All return filling) etc.

Statutory Audit:

Scrutiny of Share and Debenture transaction, forfeited share, underwriting commission, Financial statement, Fixed Assets, Current Assets and Current Liabilities, Sales and Purchases, Direct and Indirect expenses, Investment, Loan Liabilities, Loan & Advances ,Capital reserve & Reserve capital, declared & - payment of Dividend, DDT ,Duty & Taxes, receipts & payments. Payment to director, after taking into account the Indians accounting standard pronounced by I.C.A.I., CO. Law requirements CARO reporting and other statutory compliances under different Acts. Discloser expects of financial statement dealt with under Rev. Schedule VI of Section- 211& schedule V of section 210 of the Company Act 1956 and Company Act.2013 Sch.III .& Sched II.,ROC etc.

Internal Auditing:

Vouching &Verification of sale ,purchase ,Inventory ,Stock, Direct expenses, Indirect expenses, Loan & Advances, Loan liabilities, Reserve & Surplus, Cash Budgeting, Receipts & Payments, Sundry debtors & Sundry Creditors, Investment, Preliminary exp. statutory payment, interest on loan, unpaid of declared dividend, investment, Fixed Assets, Depreciation, forfeited Share., Debenture, Commission, Share premium, Duty & Taxes ,interest & penalty ,Cross Tally of transaction from issuing department to receiving department. Checking as per nature of business.

Financial Activity:

MIS Report, Ratio analysis, Funds flow, Cash flow, Estimating the requirements of Funds, Decision regarding Capital structure, Investment suggestion, Dividend decision, Evaluating financial performance, Financial Negotiations ,CMA data, Behavior of share prices in Stock exchange .

Organizational Experience – 22 Years.

Current Employer

• Instapower Ltd.-(2018-Continue)

Notable Highlights:-Core Accounting, Estimated Funds Requirement, LC, BG, preparation of Project Report. , Sanction of bill, Pay-roll Sheet, Ledger scrutiny, Care of OD Limit, Income Tax Computation (Employee and Employers/Directors), Taxation-GST TDS Calculation, deposit and return filing of TDS & GST. Reply Tax. Assessment order/Notice. Bills receivable, and Bills payable. Inventory control, Certification of Debtors & Creditor balances, Internal Audit, Cash budgeting, fund Management. Quarterly P/L A/c, Balance Sheet, Cash flow statement, MIS, CMA data to keep a track of financial performance, Gov. (Tax & Other) department for Tax issue etc.

EX- Employers:

• Richa Industries Ltd. - (2013-2018) As a Manager Accounts.

Notable Highlights – Core Accounting, Estimated Funds Requirement, credit Sale sanction to Debtors, Duty drawback receivable, LC, BG, preparation of Project Report. , Sanction of bill, Pay-roll Sheet, BOE, quotation of purchase and P.O, Ledger scrutiny & prepare of statutory books of accounts & financial statements, in views of Indian Accounting standard & IGAAP (w.e.f, April.2016).Care of OD Limit, Income Tax Computation (Employee and Employers/Directors), Bills receivable, and Bills payable. Pay role, man power utilization report, Inventory control, Calculation, deposit and return filing of TDS & GST. Reply Tax. Assessment order/Notice. Certification of Debtors & Creditor balances, Internal Audit, Cash budgeting and Bank OD Limit, Funds Management. Project reporting. Quarterly P/L A/c, Balance Sheet, Cash flow statement, MIS, CMA data to keep a track of financial performance, Gov. (Tax & Other) department for Tax issue etc.

• Metaltech Motors Pvt. Ltd. (2008-2013) As a Manager Accounts.

150/4A, Mahipalpur Extn, New Delhi.110038.

Notable Highlights –Checking of voucher entry, Salary sheet, BRS ,Care of Bank OD limit, B/R &List of Debtors & Creditors Balances, Calculation & deduction of TDS, Service Tax, VAT & CST & Payment of Tax, Income Tax Computation (Employee and /Directors), Returns & Assessment –Income Tax, TDS, Service Tax, VAT & CST, Stock & Inventory Control, Cash Budgeting & Cash Insurance, Internal Audit, Investment, Management of Funds, Physical verification of Sales Purchase & Fixed Assets & Store, Balance Sheet Finalization, , Ledger Scrutiny, Quarterly P/L A/c & Balance Sheet, MIS Report, dealing with tax department for CST Form and etc.

• RSB Project Ltd(2002-2007) As a Asst. Manager Accounts

Notable Highlights – Core Accounting, and Budgeting of cost of Contract or Completion with EXEN. Verification of material purchase order as per Quotation. Ledger scrutiny, BRS, Banks updates and Bank OD limit. Quarterly Balance Sheet, Income Tax Computation (Employee and Employers/Directors).payment of Tax-TDS, Service Tax, Advance Tax, Sales Tax, DDT, Returns – TDS, VAT& CST. Service Tax. Internal Audit, Cash budgeting, CBC for Creditor, maintaining of Fixed Assets and share transaction Register ,Inventory Control and stock verification, Finalization of Balance Sheet, Cash flows etc.

• Puri Construction Pvt.Ltd– (1997-2002) As a Sr. Accountant

Notable Highlights – Voucher Checking, voucher entry, B/R, Computation of Salary, ESI & EPF, TDS on Salary and others deduction & deposit into bank., payment of Tax-TDS, Service Tax, Advance Tax, Sales Tax, Pay role, receipts & Payments cash and bank, Returns – TDS, Sales Tax, Service Tax, Internal Audit, Cash book maintaining and store verification etc.

Sudeep Singh Narula& Co. (Chartered Accountants) 1994-1997 as an Articles Clerk/Audit Asst.

Notable Highlights – Voucher Making and Voucher entry, B/R, Trial Balance, Preparation of Balance Sheet, **Audit**-Internal Audit, Tax Audit, Statutory Audit and Concurred Audit of Bank and Audit of Manufacturing Co. Trading Co. Hotel, Club, Hospital, Bank, BSES Rajdhani Power Ltd. and Cinema Halls etc.

Skill, Knowledge and abilities

- Proven Ability to motivate others to generate output.
- In Depth knowledge of the Finance and Accounting.
- Strong Relationship Building influencing and customer service skills.
- Excellent presentation interpersonal, verbal, written communication and listening skills.
- Uncommon ability to meet deadlines for multiple projects and work well under pressure.
- Strong financial management skills.
- Excellent at PC application.
- Ability to work independently and leading a team environment.

Achievements:

- Organizing member of International level conference on “**Value-Oriented Science and Eco-friendly.**

Extra-Curricular Activities:

- Active member of Alliance, Leader of Student Union at District Label from 1990-1992
- Active participant of Cultural and sports activities at school label.
- Won various medals in Athletics category at school label

Personal Profile

Father's Name	:	Late Sukhdev Singh
Date of Birth	:	February 12, 1971
Marital Status	:	Married
Leisure Pursuit	:	Listen Music, Learning through reading motivational books to interact with the People of various culture and play cricket.
Drawn Salary	:	Rs.45,000/-P.M in hand
Salary Expected	:	Rs.50,000/-P.M. in hand
Notice Period	:	5 Days (After acceptance of Offer/Appointment letter)
Date	:	
Place	:	New Delhi. (SURENDRA SINGH)