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# Lavneet Singh Reel

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To obtain knowledge and get exposure towards different situations in an organization wherein I contribute to the successful growth of an organization using my abilities, Knowledge and Comprehensive problem –solving abilities. Always open to new concept/methodology

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## Professional Experience

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### SD TOURS AND TRAVELS

07/22 - present

#### Accounts Executive

Key Result Areas: -

- Accurately maintained daily financial records, including updating entries in books and ledgers.
- Payment collection from debtors and Ledger updation respectively.
- Preparing monthly Data for GST returns and making payments.
- Updating bank entries, making Bank reconciliation and ensuring accuracy of financial records.

### GAURAV ENTERPRISES

01/22 - 06/22

#### Senior Accountant

Key Result Areas: -

- Prepared Proper Books of Accounts.
- Maintained cash and cash payments.
- Prepared Data for GST and TDS returns.
- Bidding in E-Coal Auctions.
- Collected payments from clients and updated their ledgers

### GOUR ROAD TAR COAT

03/21 - 01/22

#### Accountant

I worked on a construction site as an Accountant and as a cashier.

Key Result Areas: -

- Managed cash and made payments necessary for site upkeep and operation.
- Performed purchase entries against GRN and other accounting entries in ERP software and finalized books.
- Kept track of employee's attendance and paid their salaries and wages.

### SETH SANJAY & ASSOCIATES (CHARTERED ACCOUNTANT)

05/18 - 02/21

#### Auditor

Key Result Areas: -

- Reviewed financial documents to identify inaccuracies.
- Calculated income and reconciliation.
- Preparation of estimated and projected financial statements.
- Preparing proper accounts.
- Conducted Tax Audits, GST Audits and Internal Audit, and Filed GST returns.

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## Education

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**Shri Guru Tegbahadur Khalsa College**  
**B.com-Taxation**

**07/16 - 06/19**

**CA-CPT**

**05/13**

**Nachiketa Higher Secondary School**  
**12th**

**04/12 - 03/13**

- Maths, Commerce

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## Achievements And Awards

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- Certificate obtained in Information technology & orientation programme, conducted by ICAI

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## Languages

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- English
- Hindi
- Punjabi

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## Key Skills

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- Ms office
- Tally, ERP Software
- Taxation, GST returns

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## Interests

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- Swimming
- Travelling
- Playing sports