

Sunil Singh

(Cost Management Accountant)

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CAREER OBJECTIVE

Objective: Improve my professional knowledge with latest trends and to be a part of organization to work dynamically towards the growth of organization.

EDUCATIONAL QUALIFICATIONS

<i>Professional Qualification</i>		
Professional Nomenclature	Institute	Year of Passing
CMA (Cost and management accountant)	Institute of Cost Accountants of India	Dec 2017

<i>Academic Qualifications</i>		
Examination Passed	Board /School /College /University	Year of passing
B. Com (pass)	Delhi University	2012
XII Standard	CBSE	2009
X Standard	CBSE	2006

CAREER DEVELOPMENT

- **Currently working with Publicis Sapient as Associate FinOps from 14th July 2021 to Till Date (CASH APP)**
 - Review of Customer accounts and reconciliations of customers balances.
 - Adjustment of vendor account, Customer account, GL account.
 - Responsible for weekly closing and monthly closing.
 - Coordination with the treasure ,AP and GL team for vendor and customer related query.
 - Process in the cancellation of the invoice against credit note.
- **Worked with Quality Council of India as Junior Analyst from February 2018 to 13th July 2021(Accounts & Finance)**
 - Handling Finance and Accounts of QCI.
 - Prepared and finalized financial statements. (Balance Sheet, Income and Expenditure, Account).
 - Coordinate and manage the use of outside advisors to support accurate and timely submission of indirect tax returns and related accessory obligations.
 - Managing statutory compliances like GST payment, GST return filing (GSTR 3B & GSTR 1), TDS deduction & remittance, TDS return filing and likewise.
 - Develop, implement and streamline tax compliance processes.
 - Vouching of Various Books like purchase book, Sale book, Cash Book, Journal Book & BRS.

- Making MIS report for analysis purpose on weekly and monthly basis for decision making.
- Working with department to prepare budgets and consolidate them into one overall budget.

INDUSTRIAL TRAINING EXPERIENCE

➤ **Worked with National Textile Corporation Limited as CMA Trainee from Oct -2014 to Jan-2016 (MIS & Costing Department)**

- Managing the weekly and Monthly performance report.
- Making weekly and monthly inventory position.
- Performing variance analysis highlighting trends and analyzing causes.
- Consolidate of Quarterly Cost Audit Report.
- Making Weekly Debtors Position Mill Wise.
- Coordination with miles team for making the Report. s

SOFT SKILL

- Good Team Player and positive attitude.
- Easy adaptability to both systems and process changes.
- Willingness to learn and flexible in assignments.
- Patient and goal oriented.

COMPUTER PROFICIENCY

- Good Knowledge of MS Office (Excel, Word), Tally Prime, Busy, SAP, Maconomy, DAP.
- Completed Information Technology Training of 100 hours from Institute of Cost Accountants of India

PERSONAL DETAILS

Date of Birth	:	24 December 1990
Father's Name	:	Shri Thakur Singh
Nationality	:	Indian
Language Known	:	English & Hindi

DECLARATION:

THIS IS CERTIFY THE ABOVE GIVEN INFORMATION IS TRUE AND CORRECT FOR THE BEST OF MY KNOWLEDGE

Date:

Place: New Delhi

(Sunil Singh)