

SACHIN SINGH BHANDARI

(CMA, B. Com)

INDIA



Phone: +91 8439612267

Email: sachinbh.0007@gmail.com

KEY SKILLS:

- GST, TDS Returns
- ITR filing
- General Ledger
- Book Keeping
- Reconciliation
- Work in other functions as well on need basis.
- Good problem identification and problem solving skill.

COMPUTER SKILLS:

- Microsoft Excel & word
- Completed 100 hours Computer Training by Institute of Cost Accountant of India
- Well versed with internet
- Tally Erp

BEHAVIORAL ATTRIBUTES:

- Believe in hard work
- Good Communication Skills
- Effective coordination with others
- Good in maintaining relationships and building new relations
- Quick learner
- Positive attitude toward things.
- Ability to work within a team

Career Objective

To Work in a **healthy, innovative and challenging environment** that provides me a wide spectrum of experience and exposure. To bring a **dynamic and versatile portfolio of skills** at work place and to serve the organization with **positive attitude and efficiency**.

WORK experience

1. SKY KING. (From Feb 2020)

- Party Ledger reconciliation.
- Handling Book Keeping.
- Bank reconciliation statement.
- Preparation of data for GST returns and GST Tax Audit.
- Processing of Bill payment and vouchers of various parties.
- Goods & service tax returns & E Way Bill generation.
- TDS of Vendors.

2. BHARAT HEAVY ELETRONICS LTD. (OCT 2018–DEC 2019)

- GST Returns of GSTR-2A, GSTR-3B, GSTR6, GSTR-7.
- TDS of Vendors.
- Preparation of GST data of cross charge, data for Tax Audit, Bill Payment & vouchers of various parties, inter unit reconciliation.
- Perform month-end, year-end closing processes by preparing Journal entries, Accruals, prepaid schedules and reconciling balance sheet accounts.
- Handling inter unit journal voucher entries, Invoicing, General Ledger, Bank Reconciliation.
- Processing of Bill payment and vouchers of various parties.
- Assessed all the taxes payable and ensured timely compliance of statutory returns Performed other general office duties and administrative tasks.
- Prepares data on excel for various tasks assigned from time to time.

3. Parmeshwari Silk Mills Ltd. (Nov 2017- April 2018)

- TDS Returns filing
- Bank reconciliation statement.
- Processing of Bill payment and vouchers of various parties.
- Party reconciliation, verification of vouchers.

ACADEMIC QUALIFICATIONS

1. Cost & Management Accountant

Cleared CMA-Inter in June 2017.

Cleared CMA-Final in January-2021

2. Bachelor of Commerce, (2012-2015)

DAV college (HNB University), India

PERSONAL PROFILE:

S/O Mr. Darmiyan Singh
Bhandari
Date of Birth : 10/10/1993
Gender : Male
Nationality : Indian
Marital Status: Single
Religion : Hindu

PERMANENT ADDRESS:

VILL. PADIYA, PRATAP
NAGAR, TEHRI GARHWAL -
249131, UTTARAKHAND
Ph. +91-8439612267

- 2. **12th** from K.V. Roorkee (CBSE Board),
2012
- 3. **10th** from K.V. New Tehri (CBSE Board}
2010

REFERENCES

- 1. Amit Kumar
Dy. Manager at BHEL Corporte R&D, Delhi
M.No. 9810634323
- 2. Manish Chauhan
Dy. Manager at BHEL ROD-HQ, Delhi
M.No. 9811574795

DECLARATION

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief. I also assure complete dedication and hard work towards the organization if an opportunity is provided.

Date:
Place: Delhi

SACHIN SINGH BHANDARI