

SHALINI SINGH

FEMALE

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📍: Mayur Vihar Phase 3, Delhi – 110096

CAREER OBJECTIVE

To be a vital part of an organization that encourages learning and has a proactive working environment and that will promote an opportunity, growth and security to my career.

WORK EXPERIENCE

Asco Motors	Accountant	June 2020 – Till Date
Roles & Responsibilities	<ul style="list-style-type: none">➤ Recording the Sale & Purchase of a business in Tally.➤ Carrying out Bank reconciliations.➤ Recording the Sale & Purchase transaction of a business in MSD Micro Soft Design software with Royal Enfield.➤ Record and update the details of all vehicle in MSD Micro Soft.➤ Prepare Insurance of Vehicle.➤ Update the Vehicle details at the VAHAAN (Govt, of India Portal).➤ Recording and Update the Bookings.	

Mukesh OM Gupta & Associates	Accountant Assistant	July 2018 – June 2020
Roles & Responsibilities	<ul style="list-style-type: none">➤ Recording the financial transaction of a business in Tally and other bookkeeping software.➤ Carrying out Bank reconciliations.➤ Prepares financial statements by collecting, analysing, and summarizing account information and trends.➤ Balances general ledger by preparing a trial balance, reconciling entries.➤ Calculation of TDS and GST payable and ensure timely payment of statutory dues.➤ Preparation of Goods & service tax and TDS of individual/HUF/Company etc.➤ Actively involved in carrying out the Stock verification and maintenance of stock records of different clients.➤ Prepare E-Way Bills.	

BKG Overseas**Senior Accountant****May 2016 – April 2018****Roles & Responsibilities**

- Recording the financial transaction of a business in Tally.
- Carrying out Bank reconciliations.
- Invoicing (Sale and Purchase)
- Monthly Reporting about status of Company
- Calculation of TDS and GST payable and ensure timely payment of statutory dues.

BYSP Construction**Accountant****April 2015 – March 2016****Roles & Responsibilities**

- Recording the financial transaction of a business in Tally.
- Carrying out Bank reconciliations.
- Prepare various reconciliation in Excel.
- Maintain records of Purchase and sale.

SKILLS DEVELOPED

- Detail Orientation
- Reconciliation
- Tax Compliance
- Team Work and Time Management
- Year End Reporting

SCHOLASTIC RECORD

S.no.	Degree	Institute
1.	B. Com (Prog.) (Pursuing)	Shubharti University
2.	B. SC	DBRA University
3.	High School	U.P.S.M.P

OTHER CERTIFICATION

- Advance computer, Excel and Tally.
- GST and TDS course.

IT PROFICIENCY

- **Advance knowledge of Excel.**
- Advance knowledge of TALLY ERP 9.
- Accustomed to working in computerized LAN enabled environment.
- Advance knowledge of Word and PowerPoint.

PERSONAL INFORMATION

Father's Name	Sh. Narendra Kumar
Date of Birth	22 nd May, 1995
Marital status	Single
Languages Known	English and Hindi
Hobbies	Reading Books and Articles
