

CURRICULUM VITAE

GULAB SINGH

**13, Saray Nazar Ali
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CAREER OBJECTIVE

Ambitious to build a career in accounting and finance with an organization where team work is required and hardworking is appreciated and to be in a position which is best suited to my knowledge and skills.

ACCOUNTING KNOWLEDGE

Computerized Accounting in Tally ERP 9 (Payments, Receipts, Sales, Purchases, Journal, Job-work, Trial Balance, Trading Account, Profit & Loss Account and Balance Sheet (Receipts & Payments a/c, Income & Expenditure a/c, Statement of affairs for non-trading organizations) and finalisation of accounts up to balance sheet.

IT & TECHNICAL SKILL

- Working knowledge of Tally ERP 9
- Well versed with MS Word, MS Excel and Internet Operations including Net Banking etc.
- Advance Excel:- Vlookup, Pivot Table, Sumifs, Hyperlink and basic Formula etc.
- Basic working knowledge of ERP Software of Hotel Industry
- Certification in Computer Training under ICAI regulation of 100 Hours.

WORK EXPERIENCE

Working as a Senior Account Executive in Aryaman Ispat Pvt. Ltd. from July 2017 to till date. Roles & Responsibilities:

Work with in Aryaman Ispat Pvt Ltd Sister concern company PS Enterprises (Authorize Distributor of HR Coil, HR Sheet, HR Plate And CR Coil, CR Sheet HR Sheet)

- Processing of Invoice, Creating Invoice and Creating Delivery challan
- Processing of Job-Work (Job-work regarding prepare Document, Material In & Material Out)
- Processing of Purchase Return and sales Return
- Issuing and maintaining record for E-Way Bill for transportation of goods under GST.
- Work contract :- Maintenance records of Job-work (Material In & material out)
- Verification of Book Keeping, Day to day banking & Cash transactions, Accounting of group Companies.
- MIS Report
- Transport work- like As Prepare Bilty, Create Transporter Bills

- Branch Reconciliation, Bank Reconciliation, Debtors /Creditors Reconciliation, GSTR Reconciliation.
- Ledger Scrutiny of ledgers specially having Advance, Negative and Overdue balances.
- Salary Sheet Checking.
- Financial Statement Finalization (Balance Sheet and Profit & Loss A/c).
- Ensuring timely compliances of Direct and Indirect Taxation like Monthly and Annual Returns, Advance Tax deposit, Liabilities Calculation in Advance etc.
- Inventory Management and Valuation.
- Preparation of Monthly, Quarterly & Annual GST Returns.
- Filing of Challans & Other related forms of Indirect Tax.
- Reconciliation of **GSTR-2A** with Books of Accounts.
- Preparation of **FORM GST ITC-04**.

Working as a Account Executive in Kanha Group. from January 2016 to June 2017 till date. Roles & Responsibilities:

Work with in **Kanha Group** (kanha International, Kanha Enterprises, Kanha Sales) (Authorize Distributor of Many popular brand like Adidas, Numero Uno, Flying Machine, Monte Carlo, Grasim, Puma Sports India Pvt. Ltd., US Polo. etc in Western U.P. & U. K.)

- Processing of Invoice
- Processing of Purchase Return and sales Return
- Branch Reconciliation
- Preparation of VAT AND CST Liability
- Handle Day to day banking & Cash transactions and other expenses
- Supplier Payments as per payment terms
- Vendor Payment Reconciliation
- Bank Reconciliation Debtors /Creditors Reconciliation.
- Creditor Report and Debtors Report
- Issue form 38 and c- form
- Bank NEFT, RTGS, Cheque
- Check monthly Bank charges

Working as a Account Sonu journal store from Nov 2014 to Dec 2015 till date.

Roles & Responsibilities:

- Processing of Invoice
- Bank Entry, journal Expenses entry, etc.
- Bank Reconciliation
- Day to day data maintain
- Receipt and payment
- Etc.

Worked as Accounts Assistant in Devinder & Co and Rajeev Swapnil & Co.. (CA Firm) from 2012 to Nov 2014

- Maintenance of accounts in Tally
- Preparation of UP VAT Challan & e-return submission to the Sales Tax Department.
- Procurement of Form C, 38 issuing from Department & keeping proper record thereof
- Handling Sales Tax Cases papers up to final stage and assessment.
- Preparation of Income Tax Returns
- TDS quarterly return of salaried & non-salaried both.

LANGUAGE SKILL

Language	Read	Write	Speak	Proficiency
English	Yes	Yes	Yes	Intermediary
Hindi	Yes	Yes	Yes	Perfect

EDUCATION

Qualification	Name of College	Name of University/ Board	Passing Year
M. Com	MMH College GZB	Chaudhary Charan Singh University (Meerut)	Complete in 2018
B. Com	MMH College GZB	Chaudhary Charan Singh University (Meerut)	Complete in 2016
Intermediate	S.D. Inter College GZB	U.P. Board (Allahabad)	Complete in 2011
High school	S.D. Inter college GZB	U.P. Board (Allahabad)	Complete in 2009

PERSONAL INFORMATION

Name Gulab Singh
Date of Birth 14 may 1995
Father's Name Mr. Lalaram
Marital status Unmarried
Gender Male

DECLARATION

I hereby declare that the above – mentioned information is true to the best of my knowledge.

Date: - __ / __ / ____

Place: - Ghaziabad

(Gulab Singh)

