

CURRICULUM VITAE



PRAVEEN KUMAR SINGH

Add-H.No - 604, Block-B-9 ,
Supertech,Greater Noida West (U.P)
PIN-201301,
Mob-9540105055
EMAIL-praveenkrsingh90@gmail.com

OBJECTIVE

A professional Accounts & finance as well Experience Finance & Commercial functions with a rich experience of about 7.6 years & searching a carrier challenging position in financial functions with a reputed Business house in all over India.

EXPERIENCE

- **Previous working in “Patel Engineering” (From-01-Mar’2017 to 31-Mar’2021)
Post-Officer (F&A)”.**
Address–Near Hanuman Temple, Noida Extension (U.P)
- **Previous working in “Mahagun Group.”(From-01-Apr-2021 to 19-Jun-2023)
Post- Assistant Manager (F&A)”.**
Address– A-19 , Sector-63, Noida (U.P)
- **Presently working in “ABA Corp (County Group) “(From-20-Jun-2023 To Till date)
Post- Assistant Manager (F&A)”.**
Add – Plot No-15 , Sector-135 , Noida (U.P)

JOB PROFILE

Major Areas / Responsibilities

- Efficient in Maintaining books of accounts.
- Keeping all the documents related to payment & receipts such as cash & Bank payment vouchers, bills, PO & WO Files etc.
- Processing of payment according to the authorization manual.
- Verification of all the supporting document store establish the reliability the transaction. Maintain & settle accounts on daily basis.
- Co-ordination with Banks for day to day Banking & other related financial matters.
- Bank Reconciliation periodically or as per requirement.
- To ask quotations from local / regional Suppliers & Contractors to meet our requirement.
- Comparison of rates of purchase orders with the market rates etc.
- Checking & passing of bills for the supply of material by tallying with purchase order's financial & commercial storms.

CURRICULUM VITAE

- Checking & passing of Contract bills for the services, hired for various types of jobs, being done at site under site engineering supervision.
- Vendor accounts reconciliations.
- Control on advances & expenses to vendors & contracts.
- Reconciliation of sales and purchase accounts, preparation of statement of sales and purchase.
- MIS Up dation.
- Finalization of books of accounts.
- Banking compliance.
- Setting up and handing over all accounts, taxation, finalization.
- Record Keeping/Accounts related documentation.
- Various Miscellaneous jobs assigned from time to time related to accounting and data entry activity.
- ERP entries statutory payment etc.
- Checking of purchase and sales bill and MRR and stock register.
- Advising for general requirement of site and others etc.
- Reconciliation of Tax related accounts and preparing Audit schedules.
- Prepare of GST Challan & Return Filling.
- Prepare of TDS Challan & Return Filling.
- Work on computation of TDS / TCS liabilities on a monthly basis.

COMPUTER PROFICIENCY

- Working knowledge in MS - Office, Accounting Package (Oracle-Erp, Farvision-Erp, Sap Besy, Tally)

PROFFESIONAL QUALIFICATION

- MBA – Finance - 02 Year degree in Swami Vivekanand , Subharati University (Meerut)
- Advance Diploma in Computer Application 01year in **Delhi Board**.

EDUCATION

<u>EXAM.PASSED</u>	<u>BOARD/UNIVERSITY</u>	<u>YEAR</u>
MBA	Swami Vevekanand University	2023
B.COM	HimalayanUniversity	2016
Diploma	DelhiBoard	2015
10+2	U.P BoardAllahabad	2006
10 TH	U.P BoardAllahabad	2004

PERSONNEL PROFILE

Name : Praveen Kumar Singh
Date of Birth : 10th February-1990
Father's Name : Vijay Kumar Singh
Permanent Address : Vill - Lakhipur, Post – Ghosi , Distt - Mau (U.P)
Pin Code : 275105
Nationality : Indian
Marital Status : Married
Language Known : Hindi, English
Hobbies : Reading News Papper , Magazines & Cricket

CURRICULUM VITAE

I here by declare that all the information given above is true to the best of my knowledge.

PLACE

Noida.

(Praveen Kr.Singh)