## Devendra Singh

## Email:devendrasingh086@gmail.com

**Contact: *09971330850***

***To use my ability to communicate ideas, to perform quality of work, to excel the organisation and to***

***remain progressive.***

***SYNOPSIS***

* A Skilled Communicator with Exceptional Presentation Skills.

**Propshop (Real estate broker firm)**

**G-200 , SEC-63 NOIDA**

**G. B NAGAR (201301)**

* Working In Propshop as Sr.Executive Accounts **June. 2019 To Present.**

1. Prepare Bill and sent to builder office
2. Directors sharing account maintain and meeting with director monthly basis .
3. Preparing Bank Reconciliation on monthly basis.
4. Preparing TDS return data for challan filling.
5. Preparing Sales detail for GSTR 1
6. Receiving sales data from crm and analyse

**SUPERTECH LTD.**

**B-28,29 SEC-58 NOIDA**

**G. B NAGAR (201301)**

* Working In Supertech Ltd. as Executive Accounts **June. 2015 To 2018.**

1. Checking of sale & purchase bills as per PO & Work Order, GRN.
2. Posting expense bills as per current Indirect Tax Law.
3. Maintain Employee Imprest A/c.
4. Preparing Bank Reconciliation on monthly basis.
5. Preparing TDS for return filing.
6. Knowledge of TDS Return.
7. Preparing Sales detail for GSTR 1
8. Knowledge GSTR 3B filing.
9. Working knowledge of VAT & Service Tax.
10. Preparing collection of MIS report on daily basis.

**UPPAL CHADDHA HI-TEC DEVLOPER PVT. LTD.(CHADDHA GROUP)**

**C-1 SEC-3 NOIDA**

**G. B NAGAR (201301)**

* Working In **UPPAL CHADDHA HI-TEC DEVLOPER PVT. LTD.(CHADDHA GROUP)**of Company as Accounts executive **May 2013 To June 15**
* **Woking in SAP Software**

1. Checking of expenses bill & process as per tax law.
2. Checking and processing staff imprest bill as per HR policy.
3. Maintain vendor and customer ledger.
4. Daily collection checking and posting in sap.
5. Maintain dishonored cheque data.
6. Collection voucher reverse and correction
7. Collection MIS report checkingdaily.
8. Dishonored cheque posting in sap and report checking.
9. Sort out of Post sales office query related other customer balance and customer ledger updation.
10. Checking of transfer paper and interest and then process in sap.
11. Knowledge of offer of possession and NOC
12. Checking of agreement.
13. Preparing TDS detail
14. Bank reconciliation.Knowledge of up vat,service tax,tds return

***PROFESSIONAL COURSES***

* Diploma in **Tally Financial Accounting Programme** from Tally Academy.
* Diploma in Basic computer (**MS Word, MS Excel. Internet, power point**)

**A*CADEMIC***

2003 High school From **CBSE** Board

2005 Intermediate From **CBSE** Board

2008 **B.Com** from **C.C.S. University**, Meerut.

2013 **M.Com** from **C.C.S. University**, Meerut.

***SALARY DESCRIPTION***

***Negotiable***

***PERSONAL DETAILS***

**Date of Birth : 29 December. 1986**

**Address : E-183-184C Sector-12 Pratap Vihar Ghaziabad, 201009**

**Father’s Name : Shri Sobran Singh**

**Marital Status : Married**

**Language Known : Hindi & English**

**PLACE: GHAZIABAD *(DEVENDRA SINGH)***

# DATE: