

# CURRICULUM VITAE

## ANKIT SINGH

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### Objective

- I wish to work in such organization where I can fully utilize my capabilities and where there is good potential for future growth.

### Academic Credentials

- M. Com from IGNOU University (**result awaited**)
- B. Com from Delhi University.
- 10+2 from C.B.S.E Board, New Delhi.
- 10<sup>th</sup> from Haryana Board with 70%

### Certifications:

- Completed Accountant Certification Training Course from “The Computer Industrial Accountants Plus” from ICA Khanpur, New Delhi -110062.

### ACHIEVEMENTS

- Best Performance in External Examination (Direct Tax) Conducted by the ICA Institute.

### Professional Experience

Presently working as **Accountant** in “**M/S Nimbus Motors Pvt. Ltd.**” (allotted dealership for Sale of Cars by Hyundai Motors India Limited (**HMIL**)).

**M/S Nimbus Motors Pvt. Ltd.**  
**Designation: Accountant**

**(From Dec 2017 to till date)**

### ROLE & RESPONSIBILITIES

- TDS Payment & returns
- GST Payment & returns Computation
- Knowledge & Generation of E- Way Bill

Worked in “**Anchor Container Services Private Limited**” (Manufacturer of Puff Panel & Container) as an account executive from Aug 2016 to March 2017.

Worked in Singh Suri & Co. a C.A. Firm as an assistant accountant from Nov 2013 to May 2015.

Singh Suri & Co.

(From Nov 2013 to May 2015)

**Designation:** assistant accountant

### **ROLE & RESPONSIBILITIES**

- Preparation and e-filing of Income Tax Returns of Individuals
- Preparation and e- filing of TDS , TCS returns
- Book-Keeping of Clients

### **Nature of Work**

- Maintenance of books of accounts on Accounting Package Tally ERP.9
- Coordination with auditor in Statutory audit
- Bank Reconciliation Statements & Branch Reconciliation
- Download Form 16 & Form 16 A from Income tax site. Traces.
- Cash Management
- Handle the Flipkart, Lime road, Amazon Seller Portal & Customer Queries.
- Payment Follow- up for Outstanding Payment.
- Reconciliation of Creditor's & Debtor's Accounts.
- Daily Preparation of Worker's Attendance Record in Manual & Software.

### **EXPOSURE TO SOFTWARE ASPECTS**

- Tally ERP9
- Ms-office
- Tax software like Compu Tax, Zen e- TDS

### **LANGUAGES Known**

- Hindi
- English

**INTERESTS & HOBBIES:**

- Playing Cricket
- Listening to music.
- Watching motivational Videos

**PERSONAL DETAILS:**

Father's Name	:	Sh. Nandan Singh
Date of Birth	:	3 <sup>rd</sup> July, 1994

**(Ankit Singh)**