**CA Vivek Kumar Singh**

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**Email :**vivek.singh0809@gmail.com

**Address:** 768, Sri Krishna Nagar, Bank Colony, Rishra, Hooghly, Pin-712249.

**OBJECTIVE**

Work with total dedication and commitment with highest level of integrity and grow in an expanding organization. Contribute whole-heartedly in the professional and Personality growth of self and the organization employed with.

**CURRENT WORKING STATUS:**

Currently working in JINDAL (INDIA) LIMITED as Assistant Manager. **( March’15 to presently continuing )**

PROFFESIONAL EXPERIENCE

**Current role & responsibilities:**

**Account & Finance:**

**Working in SAP Environment**

**Accounts & Finance Department**

* Looking after MM, FI, SD Modules of SAP.
* Checking of Purchase Order on a daily basis so that correct Tax Code, GL Code, Plant, Material Code & Other Conditions has been assigned.
* Preparation of Import PO , Custom MIRO, MIGO, Excise Invoice JV,& MIRO in relation to Imports.
* Analysis of Purchase Quantity & Consumption of Raw Material, Cost of Stores & Spares, Packing Material, Power & Fuel.
* Monthly Depreciation Run & all other Fixed Asset related work like Creation of Asset under proper Class, Capitalization of Asset, CWIP settlement, transfer from a CWIP to CWIP, Asset to Asset in SAP.
* Monthly Reconciliation of Excise Duty Payable & CENVAT as per Excise Department and rectifying the same in SAP if there is any difference and carrying out the monthly utilization of CENVAT against Excise Duty Payable in SAP.
* Monthly reconciliation of Service Tax Payable & CENVAT on Service Tax as per Excise Department and rectifying the same in SAP if there is any difference and carrying out the monthly utilization of CENVAT on Service Tax(if any) against Excise Duty Payable in SAP.
* Sales Review(including Export) in SAP.
* Facilitating information from SAP for preparation of Monthly MIS.
* Reconciliation of production , consumption of Belur & Ghusury unit , Calculation of Input Output Ratio & Preparation of Monthly Stock Statement along with Preparation of Changes in Stock every month.
* Ledger Scrutiny to ensure that all the entries booked are in proper GL Code & in accordance with GAAP.
* Watch over Clearing of Vendor Invoices with the Payments made in SAP.
* Preparation of various reports for the Top Management on need basis.

**Under Sales Tax**

* Monthly Checking of Vat & CST data along with the payment made to ensure that proper inter unit transfer of Vat Input has been made & pass necessary adjustment entries in SAP
* Proper Checking of Vat & CST Returns & reconciling the same with the books of Account.

**Various Projects Handling**

* Preparation of Data for Duty Drawback under WB Industrial Promotion Assistance Scheme.
* Settlement of Disputes of Taxes under CST & WB VAT Act.
* Finalisation , Audit & handling of Scrutiny Assesement of three Investment Companies of Jindal i.e Adorable Trading Pvt Ltd, Adorable Commerce Pvt Ltd. & Bindal Vanijya Pvt Ltd.
* Attending various seminars & undergoing training on GST for implementing the same in our company.

PAST WORKING STATUS

**Kanodia Sanyal & Associates ( March ‘08 – Jan ‘12 )**

**Article Assistant**

**ACTIVITIES DURING ARTICLESHIP**

* Accounting of the Various Entities in Tally ERP9.
* Preparation & Finalization of P/L & Balance Sheet, Tax Audit Report.
* Statutory Audit of Companies.
* Preparation & Online Filing of Income Tax Returns.
* Online Payment of TDS & Preparation of TDS Return.

SCHOLASTIC CREDENTIALS

* Passed Secondary Education with 69% in the year 2004 from Rishra Vani Bharati.
* Passed Higher Secondary with 67% in the year 2006 from Shree Jain Vidyalaya.
* Passed B.COM (H)with 52%in Accounting & Finance from Calcutta University in 2009.
* Passed Company Secretary with 55% in Dec 2013.
* Passed Chartered Accountancywith 55% from ICAIin Nov, 2014.

**PERSONAL DETAILS**

**Date of Birth:** 2nd May 1988.

**Father Name:** Lal Bahadur Singh.

**Languages Known:** English, Hindi and Bengali.

**Hobbies:** Playing Cricket, Listening to music, etc.

**(Vivek Kumar Singh)**