

# Anurag Singh

**Accounts Executive - Checkmate services private limited**

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## WORK EXPERIENCE

### **Accounts Executive**

Checkmate services private limited - February 2012 to Present

Job Profile: -

- 2 Possessing knowledge of ERP system
- 3 Finalization of Accounts and Preparation of Balance Sheet
- 4 Preparation of Balance Sheet and P&L A/C
- 5 Day to day book keeping records
- 6 Working experience on ERP
- 7 Payments to the creditors according to the bills.
- 8 Cash Book: Cash Receipts, Cash Payments and Journal vouchers
- 9 Preparation and Feeding of Accounting vouchers like Journal Voucher, Cash Voucher, Bank Voucher, and Purchase Voucher
- 10 Book Keeping on Tally 9.0
- 11 Preparation of Bank/Cash Accounts, Ledger (Manual & Computerized)

## EDUCATION

Awadh University Faizabad - Faizabad, Uttar Pradesh  
2012 to 2013

### **Industrial Accountant**

I C A Institute Allahabad - Allahabad, Uttar Pradesh