

Gurprit Singh

Accounts executive - FROMM PACKAGING SYSTEMS INDIA PVT. LTD

Brajarajnagar, Orissa - Email me on Indeed: [indeed.com/r/Gurprit-Singh/b6424ef3b2dd1d6f](https://www.indeed.com/r/Gurprit-Singh/b6424ef3b2dd1d6f)

A Bachelor in Commerce with ERP SAP FI/CO Functional Training and Qualitative experience in Finance & Accounts.

Willing to relocate: Anywhere

WORK EXPERIENCE

Accounts executive

FROMM PACKAGING SYSTEMS INDIA PVT. LTD - August 2016 to Present

in Fromm Packaging Systems India Pvt.Ltd.

- ✓ Preparing Sales Tax computation & file returns.
- ✓ Issue C Form & F Form to our parties.
- ✓ Maintaining Godown stocks including Inwards & Dispatch of goods to our different sites.

❖ Areas of Exposure in SAP (FI/CO)

FINANCE (FI):

- ✓ Enterprise Structure: Company, Company Code, Business Area.
- ✓ Financial accounting global settings: Fiscal Year, Posting Period, Field Status, Document Types, Number Range, Posting Keys, Employee Tolerance Group.
- ✓ G/L Configuration: Chart Of Accounts, Account Groups, Field Status Of Account Groups, Retained Earnings Account & G/L Masters.
- ✓ G/L Transactions: Document Entry-Journal Voucher, Document Reversal, Hold Document, Park Document, Sample Document, Recurring Entries, Account Clearing & Carry Forward Balances.
- ✓ Cash Journal: Configuration & Transaction.
- ✓ Creation of Master Records: Customer, Vendor & G/L.
- ✓ AR & AP Configuration: Reconciliation A/C For Customers & Vendors, Account Groups, Field Status For Customer & Vendor A/C Groups, Number Ranges, Terms Of Payment & Cash Discount, Advance Payment Setting & Reason Code.
- ✓ Special G/L Transactions: Payment Request, Down Payment Of Customer/Vendor, Clear Down Payment, Noted Items.
- ✓ AR Transactions: Customer Invoice, Standard, Partial & Residual Payment, Open Item Clearing, Cash Discounts, Interest Calculation, Dunning & Reports.
- ✓ AP Transactions: Vendor Invoice, Credit Memos, Standard, Partial & Residual Payment, Open Item Clearing, Check Management, Automatic Payment Programme & Reports.
- ✓ Tax On Sales & Purchase: Configuration Of Tax Procedures.
- ✓ Extended Withholding Tax: Tds Configuration & Complete Cycle.
- ✓ Bank Accounting: House Bank & Check Lot Creation.
- ✓ Reports: G/L Customer, Vendor.

FI-MM Integration.

- Basic Customizations of Material Management
- Automatic Account Determination

- Creation of Raw Material Master, Valuation Area and Material Type
- Set Tolerance group and limit for Purchase order and good Receipt. And invoice Verification.

Accountant and site supervisor

- December 2010 to February 2016

Preparing Sales and Purchase register and record all daily transactions.

- ✓ Preparing Bank Reconciliation statement on monthly basis.
- ✓ Maintaining all cash transactions including salary distribution to labours.

Accounts & Audit Executive

HSB & Associates(Chartered Accountants) - Jharsuguda, Orissa - July 2008 to October 2010

HSB & Associates is a Chartered Accountant Firm where I have been working from their behalf, I have been working with many reputed organizations. The firm has two branches in Orissa (Jharsuguda & Sundergarh), catering clients from government, private organizations & banks. There I was working as an account and audit executive and had maintain accounts of different clients, preparing bank reconciliation statement, trial balance, profit & loss account, balance sheet and other accounting works. I have experience of 2.3 years. I have been privileged to work for few of them as stated below:

- ✓ Internal audit of Singhal Enterprises Private Limited (SEPL) Sponge Iron Company.
- ✓ Internal audit and Accounts preparation of District Rural Development Agency, (Govt. of Orissa) Sundargarh. Voucher preparation & entry in Pamis Accounting Software. Meeting Audit compliances of statutory auditors
- ✓ Internal audit of Institute Of Technical Training (Engineering College), Sundargarh, Orissa.
- ✓ Member of a the internal Audit team involved in vouching & preparing of reports
- ✓ Preparing Bank Reconciliation Statement for all above mentioned organizations.

EDUCATION

Industrial Accountant

Institute Of Computer Accountants (ICA) Bhubaneswar - Bhubaneshwar, Orissa

B.com

Belpahar College, Sambalpur University - Sambalpur, Orissa

Belpahar College - Belpahar, ODISHA, IN

SKILLS

EMPLOYEE RESOURCE GROUP (Less than 1 year), ENTERPRISE RESOURCE PLANNING (Less than 1 year), FI/CO (Less than 1 year), SAP (Less than 1 year), Training (2 years)

ADDITIONAL INFORMATION

Technical Skills:

- ERP Package: SAP R/3 version 4.7 and ECC 6.0
- Operating Systems: Windows XP/ [...]
- Tally: Version 7.2/ ERP 9
- Applications: MS Office 2003 & 2007 and Internet.

SAP Training:

SAP FI/CO (Functional) Training in the year 2012-13 from IQRASOFT, Jamshedpur.

AREAS OF INTEREST:

- To work at support level in SAP FI/CO.