

Manmohan Singh

Accountant - AQUAIUES ENGINEERS PVT LTD

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Manmohan-Singh/968ecc5563d9828d](https://www.indeed.com/r/Manmohan-Singh/968ecc5563d9828d)

To prove my professional capabilities and become as an asset for an organization & to become a successful professional

WORK EXPERIENCE

Accountant

AQUAIUES ENGINEERS PVT LTD - Delhi, Uttar Pradesh, IN - June 2014 to Present

Handling cash transactions.

- ✓ Maintaining minimum stock level.
- ✓ Invoicing Process. (Making Sale & Service Invoice)
- ✓ Prepare monthly account reconciliations.
- ✓ Ensure accurate and timely monthly close activities.
- ✓ Monthly customer reconciliation.
- ✓ Bank reconciliation on daily basis.
- ✓ Compatible working in ERP and Tally.
- ✓ Compatible working in Excel & Word.

Accounts Executive

OM BOOKS INTERNATIONAL - January 2013 to May 2014

Managed vendor accounts, generating monthly on demand cheques.

- ✓ Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.
- ✓ Ensured compliance with accounting deadlines.
- ✓ Coordinated monthly payroll functions for employees.
- ✓ Liaised with bankers, insurers and solicitors regarding financial transactions.
- ✓ Performed accounts payable functions for construction expenses.
- ✓ Ensured compliance with accounting deadlines.
- ✓ Prepared company accounts and tax returns for audit.
- ✓ Coordinated monthly payroll functions for employees.
- ✓ Liaised with bankers, insurers and solicitors regarding financial transactions.
- ✓ Prepared CST and VAT Returns.
- ✓ Coordinate With Consultant for Sale tax Assessment.

Inventory Accountant

UTSAV FASHION PVT LTD - June 2011 to July 2012

Managed to identify, investigate and correct errors in a timely manner to ensure the validity of financial data

- ✓ Developed, interpreted, and ensured the consistent application of Accounting & Inventory policies.
- ✓ Ensured accuracy of the Physical Inventory and reported results.
- ✓ Ability to generate, format & analyze various Accounting Reports.

EDUCATION

B. Com

Delhi University - Delhi, Delhi

2010 to 2013

CBSE

Central School

2008

MBA in Certified Industrial Accountant

Amity University