

Ashutosh Singh

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Ashutosh-Singh/4ba4050c5e6c783d](https://in.linkedin.com/in/Ashutosh-Singh/4ba4050c5e6c783d)

- Seeking a position to utilize my skills and abilities in an industry that offers me security and professional growth while being resourceful, innovative and flexible. To grow and evolve in a professional environment as responsible employee working as an active team member and contribute positively to the organization growth and culture.

WORK EXPERIENCE

Accounts Executive

MTS INDIA - Gurgaon, Haryana - February 2016 to Present

in Finance department.

Nature of Work: -

- Handling the complain of Vendor and user.
- Preparing the MIS report with help of excel and crisp data.
- Handling the mail regarding vendor requirement and related to my work.
- Handling the invoice rejection report on daily basic.
- Handle the vendor payment of all MTS circle.

EDUCATION

CIA + Certified Industrial Accountant

Institute of Computer Accountant - New Delhi, Delhi

ADDITIONAL INFORMATION

Skills-

- Tally ERP9.
- General Accounting
- Ms [...]
- Direct Tax,
- Indirect Tax