

Rakesh Singh

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Rakesh-Singh/70cd193cae10ce35](https://in.linkedin.com/in/Rakesh-Singh/70cd193cae10ce35)

To work with an organization that can provide learning opportunities and to excel proficiency in all the fields related to my profession & serving the organization with best of my knowledge and interpersonal skills.

Willing to relocate: Anywhere

WORK EXPERIENCE

Accounts Executive

VICTORY MARKETING CORPORATION - Delhi, Delhi - June 2014 to Present

I am handling here billing, bank reconciliation, payments, receipts debtors accounts, creditors accounts, bills receivable, bills payable, vat calculation, TDS etc.

Totally i have 3.5Yr experience.

EDUCATION

Certified Industrial Accountant

The Institute of Computer Accountant
2011

M.com

Shri Dev Suman Garhwal University

B.com

HNB Garhwal University

ADDITIONAL INFORMATION

> Technical Qualification:

- Basic knowledge of computer & Internet.
- Work of Payroll Processing.
- Work of TDS Returns.
- Work of Tally ERP 9, Marg, Excel.
- Work of Income tax returns.
- Work of Invoicing, Vouchers.
- Work of accounting transaction.

> Self Assessment:

- Positive Attitude
- Honest

> Industrial Experience: