

# Alok Singh

## Accounts Executive - BOBBY GARMENTS

Howrah, West Bengal - Email me on Indeed: [indeed.com/r/Alok-Singh/2a1733000e5bbfe1](https://in.linkedin.com/in/Alok-Singh/2a1733000e5bbfe1)

### WORK EXPERIENCE

#### Accounts Executive

BOBBY GARMENTS - Kolkata, West Bengal - July 2012 to Present

Promoted to Executive accounts payable for BOBBY GARMENTS preparing and analyzing accountings records and Financial statements reports. Facilitated "no-fault" internal and external audits as a result of sound recordkeeping and thorough documentation. Composed effective accounting and handling Petty Cash for Office Expenses.

BOBBY GARMENTS (Manufacturing Company. )

#### Key Results:

- Passing Journal entries, Ledger posting, recording Expenses & payment transactions in Cash Book and Bank Book in effective accounting standard.
- Recording the payment transactions in accurate and proper way within the Time Frame & prepare Income and financials statement (Profit & Loss A/C), Balance Sheet.
- Valuation of company assets and liabilities.
- A quick learner with the ability to works in as a team, flexible and organizes things with optimistic way for the betterment of the organization.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.

#### Chartered Accountant

AGARWAL ANIL KUMAR & CO - Dalhousie, Himachal Pradesh - April 2011 to May 2012

For employers, handled daily Audit programming and planning of activities to ensure completion of tax audits within the time frame. Analyzing books of Accounts, proper & accurate checking of invoices, Purchase Challans, Sales Challans, expense reports, credit memos and payment transactions and Opening Ledger Balances Verification & cross verification of Ledger posting & prepare Income and financials statement (Profit & Loss A/C), Balance Sheet and Valuation of Closing Stock on FIFO Basis.

#### Key Results:

- Conducting the accurate and proper auditing of Books of Account within the Time Frame & prepare Income and financials statement (Profit & Loss A/C), Balance Sheet.
- Prepare BRS, VAT & CST Summary, Relative Payment, and Summary of Capital account, TDS Chart, Expenses Details (Salary, Rent & Telephone Bills) & Stock Summary.
- Verifying Opening Ledger Balances, VAT Returns, CST Returns, Unsecured Loan Account, Fixed Assets TDS Returns.
- Cross checking Of Ledger Posting and Cash Book Scrutiny
- Accurate checking of invoices, Purchase Challans, Sales Challans, expense reports, credit memos and payment transactions & Stock Valuation on FIFO basis
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages

## EDUCATION

### **Bachelor of Commerce in W.B.C.H.S.E**

CALCUTTA UNIVERSITY - Kolkata, West Bengal  
2009

### **Industrial Accountant**

Institute of Computer Accounts  
2004

## ADDITIONAL INFORMATION

### Key Skills

- Invoices/Expense Reports/Payment Transactions.
- Tax Auditing & Analyzing Books of Account.
- Maintaining Books of Account in Computerized System & Manually system.
- Ledger & Cash Book Scrutiny Calculating Sales Tax Liability.
  
- Preparing Income Statement, (Profit & Loss A/C) Balance Sheet & Trial Balance.
- Journal Entries, Ledger Posting & BRS.
- Stock Summary & Stock Valuation.
- Handling Properly Petty Cash.