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| **CURRICULUM VITAE**  **Kuldeep Singh**  **Contact Information:**  **Email**:  [**Deep8610@gmail.com**](mailto:Deep8610@gmail.com)  Mobile: 09540610525  **09627196037**    Personal Profile:  Date of Birth : 10 July 1986    Nationality : Indian Marital Status : Married Languages  Known : English, Hindi.  Father’s Name: Deshraj Singh    **Contact Address:**  H.No-260 Near Rajkaiya Inter college Nandgaram Ghaziabad-201010  **Permanent Address:**  24, Shastri Nagar Meenakshi Road Hapur distt Hapur (U.P.)  Pin No:-245101 | **Career Objective:**  To pursue a career in accountant field that provides an opportunity to discover myself through challenges which provides me an Opportunity to learn continuously and Where I can apply my skills for both individual and organization growth.  **Career Summary**   * A dynamic and sincere professional with 7 years of experience in accounts field. * Excellent financial accounting knowledge. * Excellent knowledge of Accounts Payable & Receivable processes and procedures.   **Work Experience**  Working with **Bahubali Iron & steel Co. Ghaziabad** Sr. Accountant from Feb. 2016 to till no.  **Responsibilities**   * Maintain day to day books of Accounts in Tally and E-Way Bill * Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors, * Maintain All form (C, D,E1& 38 )form List And Accounts Book * Maintain Journal Entry Sale Invoice, Purchase & Exp, * Calculation of Monthly Sale Tax/Vat ,GST And TDS. * **Worked with. Cordova Publication Pvt. Ltd Sec.-65 Noida as Sr. Accountant since 2013 to Nov. 2015** * **Worked with A.K Garg & co, Sec-10 Noida as Jr. Accountant Since 2010 to 2013**.   **Responsibilities**   * Maintain of all type accounting vouchers entry. * Maintain bank reconciliation Statement and Reconciliation of Debtors – Creditors & Stock Valuation. * Maintain books of accounts in Tally * Calculation of Monthly Sale Tax/UP Vat, and Gst Deposit Tax Challan. | |
|  | **Professional Skills**   * Knowledge of Tally7.2&9.0 ERP & ERP Software. * Knowledge of Ms-Office, MS Excel, Internet. E-Way Bill * Knowledge of Sales Tax, TDS, Gst   EDUCATIONAL QUALIFICATION:-   |  |  |  |  | | --- | --- | --- | --- | | **COURSE** | **BOARD/UNIVERSITY (EXAMINATION)** | **INSTITUTION** | **YEAR** | | LL.B | |  |  |  | | --- | --- | --- | | CCS UNIVERSITY MEERUT | (Regular) |  | | MMH COLLEGE GHAZIABAD | 2013 | | M.COM | CCS UNIVERTITY (REGULAR) | SSV PG COLLEGE HAPUR | 2010 | | B.COM | CCS UNIVERTITY (REGULAR) | SSV PG COLLEGE HAPUR | 2008 | | XII | U.P BOARD ALLAHABAD | TAGORE SIKSHA SADAN HAPUR | 2005 | | X | U.P BOARD ALLAHABAD | TAGORE SIKSHA SADAN HAPUR | 2003 |   STRENGTHS   * Flexible and detail-oriented attitude * Easily acclimatize according to working environment * Good learning capability * Positive attitude   DECLARATION  I confirm that the information provided by me is true to the best of my knowledge and belief.  Date : 02/03/2020    **Place: GZB (Kuldeep Singh)** |