**E Profile of Chandra Shekhar Singh**

**Shekhar.singh9582@gmail.com**

**🌍🖁9517513521**

**Career Objective:**

Seeking challenging career opportunities to build quality results that help customers to improve their business. I believe that “learning is the first step of growth”. I wish to be recognized as an individual who has risen to highest echelons of success through hard work and ability.

**Computer Proficiency:**

* Expert in handling MS-Office (Word, Excel, Power Point).
* Good Knowledge of **Tally ERP 9/ SAP B1**

**Educational/Academic Qualification:**

* High School from U.P. Board Allahabad (2004).
* Intermediate from U.P. Board Allahabad (2006).
* B.com (2006-2009) from Dr.Ram Manohar Lohiya Avadh University Faizabad U.P.
* PGDCA (2010-2011) from Dr.Ram Manohar Lohiya Avadh University Faizabad U.P.
* M.com in Progress 2019 from Indira Gandhi National Open University Lucknow.U.P

**Previous Work:**

* Worked with **Aircel Limited** as **VHD Finance Executive** through as an outsourced company **Mynd Solution Pvt. Ltd**. from 15-March-2012 to 16-Sept-2013. **(Gurgaon)**
* **Responsibilities-**
* Emergency payment process.
* Payment Updation in EDMS.
* MIS report.
* PAN India Invoice Ageing Report

**Previous Work:**

* Worked with **ANI Technologies Pvt. Ltd.** as **Finance & Accounts Executive** from 17 Sept 2013 to 16th Aug-2016 **(Gurgaon)**
* **Responsibilities-**
* DSR Preparation monthly basis.
* Customer Credit bookings Invoicing and Receivables Report with coordination to Sales Team for payment follow ups with the client’s.
* Cash inflow outflow Report to Management.
* Cash payment, Like IOU, Other miscellaneous, operational& admin expenses.
* Operators Payable and Receivable Report with coordination to Business Team for payment and receipt follow ups with the Operator’s.
* Operator’s payment as per agreement
* P2P Business Module. Daily Basis Payment.
* Rental Business Module. Fortnight Basis Payment.
* Fixed Business Module. Monthly Basis Payment.
* TDS & Service Tax Payment
* Updating weekly Ledger Account General, Debtors & Creditors.
* Monitoring & Controlling JV operation.
* Operators reward expense posting.
* Maintain and reconcile of Petty Cash & Bank.
* Maintain of All types of Expenditures in excel.
* Support the quarterly review, internal audit, Tax Audit, Statutory Audit and Local Audit.
* Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms.
* **Previous Work:**
* Worked with **Easy Tech Services Pvt Ltd.** as **Finance Executive** from 17th Aug 2016 to 16th Dec-2016**.(Gurgaon)**
* **Responsibilities-**
* Petty Cash and bank handling.
* Sundry Debtors & Creditors data updating in tally.
* Bank Reconciliation.
* Setting up vendor accounts and reconciling statements.
* Payment follows ups with the parties.
* Employee reimbursement.
* TDS payment
* Service Tax payment.
* Manual invoicing to vendor.
* Payroll data updating in Tally.
* PO Creation in Tally for Customer
* **Working :**
* Currently working with **Mahesh Namkeen Pvt Ltd** as **Accounts Executive from** 17th Aug 2017 to till Date. **(Lucknow)**
* **Responsibilities-**
* Various MIS Report, Like Daily Sales and profitability report, SS & Distributor & Retail comparison sheet.
* Invoices entries in Tally (Service & purchase invoices)
* Vendor payments and Cash and Bank Reconciliation
* Identifying invoices that are overdue or have not been received.
* TDS Payment and return file as per Govt norms.
* GST Payment and return file as per Govt. norms.
* 26AS Reconciliation
* Support in quarterly review, internal audit, Tax Audit, Statutory Audit and Local Audit.
* Support in Financial statement preparation.
* Employee travelling and miscellaneous expenses payment
* Debtors & Creditors aging wise statement preparation for Management

**Diagnostic Ability**

* I am willing to learn and adapt to new challenges. I have good communications skills and strong interpersonal skills, which provide me with the ability to interact with end-users, managers, technical personnel, etc. I am self-motivated, a Quick learner and a team player.
* I have excellent work ethics and I am team Oriented with strong analytical and logical qualities.
* I assess myself as a hardworking, sincere & enthusiastic person who can adapt to any environment with ease.

**Strengths:**

My biggest assets are my capabilities to be able to work successfully with a variety of people and have the patience to handle the adverse conditions, having a positive attitude towards life has always been an added advantage in personal as well as professional life.

**Hobbies**

Traveling, playing cricket and listening to music.

**Personal Memoranda**

* Name : Chandra Shekhar Singh
* Father’s Name : Mr.Hari Shankar Singh.
* Date of Birth : 01.01.1990
* Gender : Male
* Marital Status : Unmarried
* Hobbies : Driving & Playing cricket
* Languages Known : English and Hindi
* Nationality : Indian
* Vill. : Barna
* Distt . : Amethi
* State : Uttar Pradesh
* PAN No. : CNHPS7570K
* Aadhar No. : 394869568619

**Declaration**

I hereby declare that all the information quoted here in this C.V. is true to my knowledge.

**Dated: 27/10/2020**

**Place: Lucknow**

**(Chandra Shekhar Singh)**