Tajinder Singh Bawa

Semi - Qualified CA

Profile

• Dedicated with a strong ethic and the ability to build lasting relationships.

• Experience in Finance management & analytical, MS Excel (logic, array and pivot table function) and DBMS.

• Adept at communicating effectively with colleague and superior.

• Able to motivate Team member and Colleague to perform to their maximum potential.

• Exceptional in Financial Management Skill adaptable enjoy new challenges.

### Experience

2019-Feb Accountant in

Present Kayaan Marketing and Distribution Pvt Ltd.

Responsibilities:

* Update book in tally
* Maintain cash flow
* Calculate Gst & Tds on monthly & quarterly basis

2018 – Aug - Finance Executive

2019 - January Bee Bee Advisory

Responsibilities**:**

* Maintain and update client Books in Quick book & Xero.
* Prepare Financial Models and analysis the data.

2018 – April - Finance Executive

2018 - Aug JPNGA & COMPANY

2011 – Dec - Finance Executive

2017 - Apr Karma Adnet Pvt Ltd

2011– Sep - Audit Assistant

2007 - oct Negi & Kher Associate

### Skills

Excel – (Advance)

Financial Accounting

MS office

### Languages

English (Speak & Write)

Punjabi (Speak & Write)

Hindi (Speak & Write)

### Education

2007 – Oct - ICAI – (CA Inter)

2011 – Sep

1995 – JAN - Guru harkrishan Public School (New Delhi)

2007 - JUN (10th passed in 2005 & 12th passed in 2007)

### Personal Info

M no – 8448733898

Email – [tajinder.s.bawa@live.com](mailto:tajinder.s.bawa@live.com)

Date of Birth – 1989-09-09

#### LinkedIn

[**https://www.linkedin.com/in/tsinghbawa/**](https://www.linkedin.com/in/tsinghbawa/)