

# Birender Singh

## Accounts & Finance

**Address** New Delhi, DL 110037

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Detail-oriented Accountant with 9 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with Auditors for completion of compliances and Statutory Audits.



### Skills

Internal Audits

◆◆◆◆◆  
Excellent

MS Office

◆◆◆◆◆  
Very Good

Planning and Coordination

◆◆◆◆◆  
Very Good

Accounting and finance

◆◆◆◆◆  
Excellent

Presentation skills

◆◆◆◆◆  
Very Good



### Work History

**Jan 2018 -  
Current**

#### **Sr. Finance & Accounts Executive**

*Allterra Solutions LLP, Gurgaon*

- GST Registration
- Preparation of working of GST Accounting of GST related entries in Tally ERP 9 Implementation of Reverse Charge in Tally and Payment of Reverse Charge
- Preparation of Annual Return of GST
- Independently reconciling stores books, reconciling stock, accounting of in-house systems, dead stock Account receivables management
- Recording of Purchase Bills and Sale Entries having effect of GST
- Sundry Debtors, Creditors Ledger Preparing cash flow, fund flow statement.
- Preparing various ledgers & reconciliation statements for analyzing the books of accounts Inventory management
- IMPORT/EXPORT Helping Logistics team for handling Import Documentation and clearance of the shipment
- Payment of Custom Duty
- Remittances to Different Countries in Different Currencies.
- High Sea Sales Billings

- AUDITS Preparation of Tax Audit Report with Auditor
- Finalization of Books with Auditor
- Used Microsoft Word and other software tools to create documents and other communications
- Maintained excellent attendance record, consistently arriving to work on time
- Conducted research, gathered information from multiple sources and presented results
- Monitored company inventory to keep stock levels and databases updated
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution

## **Nov 2014 - Finance & Accounts Executive**

**Aug 2017** *Datawind Innovations Private Limited, Gurgaon*

- Managed regular finance tracking for numerous branch offices and headquarters expenses.
- Created organizational structures to improve accounting and finance functions.
- Completed filings and upheld strict compliance with regulatory agencies and supervisors.
- Identified partnership opportunities and established favorable business connections.
- Prepared monthly reconciliation of bank accounts and took corrective actions on deviations.
- Reviewed documentation and identified financial discrepancies where applicable.

## **Jan 2013 - Account Executive**

**Nov 2014** *Aegis Security Management, Gurgaon*

- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
- Resolved issues promptly to drive satisfaction and enhance customer service.
- Reviewed accounts monthly to monitor and track customer satisfaction and complaints.

## **Mar 2013 - Accountants, Accountant**

**Oct 2013** *Parmod Saini & Co, New Delhi*

- Gathered financial information, prepared documents and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Handled day-to-day accounting processes to drive financial accuracy.
- Tracked financial progress by creating quarterly and yearly balance sheets.

## **Education**

### **Apr 2020 - PGDBA**

**Apr 2023** *Symbiosis University - Pune, MH*

**Apr 2014 - M.com: Finance , Taxation And Accounting**

**Apr 2016** *Mahatma Gandhi University*  
GPA: 65%

**Jan 2011 - CA- INTER**

**Jul 2016** *Institute of Chatered Accountants of India - ICAI*

**Apr 2009 - B. Com**

**Jan 2012** *Delhi University - NewDelhi*  
GPA: 50

**Apr 2006 - 12th**

**Mar 2008** *CBSE Board - Delhi*  
GPA: 67%

**Apr 2005 - 10th: High School**

**Mar 2006** *CBSE Board - Delhi, DL*  
GPA: 76.4



## Certifications

Diploma in Computer Application.

Completed 100 hours of IT Training Conducted by ICAI.

Advance Excel (Use of V Lookup and H Lookup Etc.)

Familiar with Internet Operations.



## Languages

English, Hindi & Punjabi.