



Talvinder Singh

Accountant

 New Delhi, Delhi, 110019

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 talvinder.singh86@gmail.com

Willing to work in a healthy environment enriching knowledge and skills that help in contributing to growth of the company and help to emerge as a better person to achieve organization goals.



Skills

- Account Reconciliation specialist & processes ●●●●●●●●
Very Good
- Tax accounting specialization, Calculating liabilities ●●●●●●●●
Good
- Cash Flow analysis, Statutory Reporting ●●●●●●●●
Very Good
- Schedule Management, Financial Management ●●●●●●●●
Good
- Administrative support ●●●●●●●●
Very Good
- Superior attention to detail ●●●●●●●●
Very Good
- Bookkeeping, Banking Work & General Accounting ●●●●●●●●
Very Good
- MS Office Suite ●●●●●●●●
Excellent
- Typing ●●●●●●●●
Very Good
- Networking Skills {N+} {Installing of all types of networking components and their trouble shooting, Installation of Server 2000, 2003 and Active Directory and their troubleshooting} ●●●●●●●●
Good



Work History

2022-05 - Current

Deputy Manager – Finance

E.C.S.O Global Pvt Ltd., Gurgaon (Haryana)

2014-10 – 2022-05

- Leading Account payable Team of 3 Members.
- Researched process optimization, identified redundant step in purchase order approval, which was eliminated at my suggestion and resulted in 20% reduction in processing times.
- Audited invoice processing for compliance process. Reducing overpayments
- Introduced new AP automation suite to replace legacy system resulting in 50% reduction in processing time,
- Making SOP's with Senior Sub-ordinates.
- Ensuring the correct spend category and cost centers are used for supplier payments.
- Manage weekly 2 times Pan India Payment settlements.
- Ensure the month end close is completed within the allocated deadline.
- Making Ageing report of Creditors and review advance payment to Creditors on weekly basis.
- Reconcile the Large vendors on monthly basis & others on quarterly basis.

Accountant

M.S.Associates & M.S.Syail, Advocate Taxation Firm, New Delhi, Delhi

- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Monitored 16 -employee team while handling day-to-day accounting processes and financial accuracy.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Gathered important tax-related information, including taxable income, deductibles and allowance information.
- Documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Identified and investigated variances to financial plans and forecasts.
- Reconciliation of Bank Statements/ Debtors & Creditors.
- Book Keeping, Billing and Record Maintenance.

2011-10 - 2014-10

- Handling day to day business transactions, Invoicing and Cash/ Bank Transactions.
- Computing TDS liabilities, Preparing and filing TDS Returns.
- Preparing and filing returns of Income.
- Preparing computation of GST and filing GST Returns.
- Preparing and filing regular returns and handling assessments with seniors.

Senior Account Executive

Wave One Pvt Ltd (Wave Group), Noida, Uttar Pradesh

- Managed and mentored team of account executives.
- Obtained pricing deals, negotiated contracts and solidified beneficial agreements.
- Increased revenue by communicating payment changes and product updates to customers.
- Maintained contact information database by keeping account details updated, clear and relevant.
- Improved account management by predicting potential competitive threats and outlining proactive solutions.
- Increased revenue by communicating payment changes and product updates to customers
- Managed and mentored team of account executives
- Prepared client budgets by reviewing client billing and managing monthly invoices

2010-07 - 2011-09

Accounts Executive

Chadha Rubber Pvt. Ltd. (Group Companies of Wave Infratech), New Delhi, Delhi

- Analyzed accounts for delinquencies and other ongoing issues.
- Reduced expenses by effectively negotiating contractor prices, terms and service agreements.
- Maintenance of Accounting Records including Preparation of Financial Statement of various clients.
- Reconciliation of Bank Statements, Debtors and Creditors.
- Book Keeping, Billing and Record Maintenance.
- Handling day to day business transactions, Invoicing and Cash/ Bank Transactions.
- Preparing Computation of Sales Tax and filing Sales Returns (VAT & CST).
- Computing TDS liabilities, Preparing and filing TDS Returns.

2002-04 - 2003-03



Education

10th

2004-04 - 2005-03

CBSE Board - New Delhi

12th

CBSE Board - New Delhi

2005-05 - 2009-03

B.com

Delhi University - New Delhi

2007-08 - 2008-03

Computer Course: Computer Networking

Oxford Software Institute - New Delhi



Certifications

Diploma of Hardware {A+} and Networking {N+} from OXFORD Institute in South Extn.

Hardware Skills {A+} {Installation of all types of operating systems}



Languages

English



Very Good

Hindi & Punjabi



Excellent



Working Part Time as a Insurance Advisor with HDFC LIFE (Agency Code: HDF 631524)

Provide financial advice to clients on retirement planning, investing, and protecting against risks.