Name**: MAHENDER SINGH**

Phone: 9811311583

E-mail: [m.singh241976@gmail.com](mailto:m.singh241976@gmail.com)

**PROFILE SYNOPSIS**

Senior professional offering over 20 plus years of experience in Accounts & Finance Operations. Presently associated with M& M Traders as Manager Finance & Accounts. Expertise in managing various functions related to Accounts, Finance, Budgeting, Data Analyzing, GST, Working Capital Management, Taxation, Audit, Liaison & Coordination and Statutory Compliance. Effective communication, organizational & interpersonal skills and possesses abilities in working in highly competitive environments.

**STRENGTHS**

-Highly experienced senior accountant.

-Accounts finalization, financial statements preparation.

-Ability to work in team as well as individually.

-Diversified industry work exposure.

-Versed in accounting financial software.

-Excellent analytical and problem solving.

**EDUCATIONAL QUALIFICATIONS**

-Master of Commerce - CCS University, Meerut in the year 1999.

-Bachelor of Commerce. - Delhi University – 1997

**AREA OF EXPERTISE**

-Maintaining Books of accounts (General Ledgers), Vendors Payments, Reconciliation Statement-Bank, Debtor, Creditor,

- T D S deduction, deposit & submission of quarterly return,

-GSTR1, GSTR-2 Reconciliation, GSTR3B submission of monthly basis & GSTR4 on yearly basis

-Provide leadership, direction and training to assistants / juniors on accounting systems.

-Take care of accounts receivable follow-up. Prepare reconciliation statements

-Support the external & internal audit in carrying-out and ensuring timely completion of

Audit

-Exposed in interacting with banks, vendors, auditors, government authorities, financial institution and other third parties dealing with the company.

-Very well experienced in handling accounts up to finalization in a computerized

environment.

-Adept with calculating staff payroll, leave salary end of service benefits.

-Analyze financial result and provide the management with a clear understanding of financial performance and financial effects.

**Work Experience – 20+ years**

1. Manager Accounts M&M Traders – New Delhi (Period: - April 2019 to June-2022-3 Years 2 months)
2. Manager Accounts – Xvidia Media Pvt Ltd, Gurgaon (Period: - Nov-2015 to Mar-2019- 3 Years 4 months)
3. Senior Accountant - Globalstroy Engineering India Pvt Ltd, Gurgaon (Period: - March 2013 to Nov-2015-2 years 9 month)
4. Senior Accountant – Sash Global India Pvt Ltd (July 2012 to Feb 2013-08 months)
5. Senior Supervisor Accounts – Li & Fung India Pvt Ltd (March 2010 to July 2012- 02 years 03 months)
6. Senior Officer Accounts – Wilson Sandhu Logistics India Pvt Ltd (March 2006 to Feb 2010- 04 years)
7. Account Executive – Telemart communication Pvt Ltd (March 2002 to Feb 2006-04 years)
8. Accounts Executive – SKG Pneumatics India Pvt Ltd (August 1999 to Feb 2002-02 years 06 months.)

# IT SKILLS

-Well versed with Tally Prime, Quickbooks Software, Zoho, Busy and good working experience in HFM & others accounting software

-Proficient with MS Office (Word, Excel, PowerPoint etc), E-mail applications, internet

surfing and web research.

# PERSONAL DETAILS

Date of Birth : 24-08-1976 Languages Known : English, Hindi

Address : 20, Delhi Administration Flats, Nimri Colony, Ashok Vihar,

Phase-IV, New Delhi-110052.

# Mahender Singh