

## **MAHIPAL SINGH**

UTTAM NAGAR NEW DELHI-110059

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### **Objective:**

To work at a responsible position in an organization that can enhance my professional skill.

### **Summary:**

Experienced Accounts Executive with over 6 years in the freight forwarding industry. Proficient in accounting, financial data processing, and documentation analysis. Seeking a challenging role in a dynamic industry to apply my expertise and handle responsibilities effectively. Committed to upholding financial integrity and driving operational efficiency. Possess excellent communication and collaborative skills to foster positive relationships with clients and stakeholders.

### **WORKING EXPERIENCE**

#### **GMH Load Cruiser Pvt Ltd: Sr.Accounts Executive (08/2017 to Present)**

- Prepare, post journal entries, reconcile, and make adjustments for accurate financial records.
- Manage general ledger and subsidiary ledger maintenance for comprehensive financial oversight.
- Manage daily accounting tasks: accounts payable, receivable, expense handling, and bank reconciliations.
- Proficiently generate monthly, quarterly, and annual financial statements and reports.
- Conduct in-depth analysis of financial data, identifying trends, variances, and improvement opportunities.
- Assure compliance with tax laws and regulations, and timely submission of tax returns to meet regulatory requirements.
- Manage TDS compliance, including monthly review of TDS/TCS liability, quarterly examination of TDS/TCS returns, and annual scrutiny of Form 26AS alignment with system accounts.
- Handle GST compliances, involving the preparation of workings, calculations, and filing periodic and annual returns. Proficient in managing GST refunds and conducting GST audits.
- Execute internal and external audits, collaborate with auditors, and interface with tax authorities for seamless compliance.
- Formulate and implement accounting policies, procedures, and controls to ensure effective financial management.
- Offer financial guidance and support to various departments and managers for informed decision-making.

- Stay updated on accounting standards, best practices, and industry developments to ensure continuous professional growth and informed decision-making.
- Maintain effective communication with clients, ensuring a high standard of customer service and satisfaction.

**Associated with Krishna Anurag & Co. (CA FIRM ): Accounts Assistance) ( 03/2015 to 07/2017)**

- Accurately maintain daily transaction records through meticulous bookkeeping.
- Conduct thorough reconciliation of bank statements to ensure accuracy and financial integrity.
- Manage and oversee petty cash transactions with precision and accountability.
- Timely preparation and electronic filing of tax returns, encompassing Service Tax, GST, TDS, and ITR, ensuring compliance with regulatory requirements.
- Effectively address and resolve queries arising in final accounts or trial balance to ensure accurate financial reporting.
- Fulfill customer needs and requirements promptly and efficiently.

**Academic Qualification:**

- Bachelor of commerce From Delhi University
- Intermediate from Uttarakhand Board.
- Matriculation from Uttarakhand Board.

**Computer Skills/Software Knowledge:p**

- Tally prime/Tally ERP 9
- MS office (Word, Excel,)
- Google sheet, Google Docs,
- Outlook, email
- Knowledge of GST, E-Invoice & E-Way Bills official Websites
- Income Tax,TDS official Websites

**Key Skills:**

- Goal oriented, persistent, and highly focused.
- Hard working, self motivated and flexible.
- A real commitment to customer service.
- A strong work ethic and desire to succeed.
- Willing to learn.
- Teamwork.

**Personal Information:**

Father Name : Sh. Deewan Singh  
Date of Birth : 28<sup>th</sup>Apr1996.  
Languages known : English and Hindi

**(I, hereby declare that all particulars stated aforesaid are true to the best of my knowledge.)**