

PANKAJ SINGH

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📍 Address: A-1/187C Madhu Vihar,Uttam Nagar, Dwarka- 110059

SUMMARY

- Provide to be associated with an organization that will offer to me tremendous opportunities for growth in career and challenging environment that will utilize my Accounting Skills and Abilities to the maximum.

EXPERIENCE

Account Executive

Leostar Logistics Pvt Ltd | New Delhi | June 2023- Current

- Creating and Issuing Invoices of Sea Freight (FCL and LCL), Air Freight and Air Couriers
- Bills Checking and Finalize for E Invoicing.
- Issuing Debit Note and Credit Note.
- Booking Purchase Invoice and TDS Entries.
- GST Reconciliation with GSTR 2B every Month.
- TDS Reconciliation with 26AS Quarterly.
- GST Challan Payments.
- Creditors Reconciliation & Payment Processing.
- Filling Forms & Arrange Documents for Outward Remittance.
- Attend to Customers Queries on billing disputes and seek clarification on correct billing information & respond to customer promptly

Account Executive

SwiftAir Transpeed Pvt Ltd | New Delhi | Feb 2021- April 2023

- Creating and Issuing Invoices of Sea Freight (FCL and LCL), Air Freight and Air Couriers
- Bills Checking and Finalize for E Invoicing.
- Prepare MIS Sheet for Daily Bases.
- Issuing Credit Notes and Debit Notes.
- Updated with Consignee Quotations
- Checking of all Invoices Regard of Prices and volumes invoiced According to all Internals and external requirements.

EDUCATION

B.COM

Delhi University | New Delhi | October 2018.

12th

Govt S.B.V School | New Delhi | July 2015.

10th

Govt S.B.V School | New Delhi | July 2013.

CERTIFICATIONS

- Completed Certified Industrial Accountant Course From Institute of Computer Accountants in Year 2017.

SOFTWARE KNOWLEDGE

- Tally Prime With GST
- FLMS
- MS Office 2007 & 2013.

PERSONAL DETAILS

- Date of Birth : 01 Feb 1998
- Father Name : Bakhtawar Singh
- Marital Status : Married
- Language Know : Hindi & English

DECLARATION

I solemnly declare that all the above information is corrected to the best of my Knowledge and Belief.

Place :

Date :

Pankaj Singh