

AMIT KUMAR SINGH

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Career Objective

To work in an organization that provides a challenging and stimulating work environment where I can realize my potential to the fullest.

Exposed to:

- ✓ GST Return (GSTR-1, GST Reconciliation(2B), GSTR-3B)
- ✓ TDS Return (24Q, 26Q, 27Q & Form-1 (TDS Equalization Levy)
- ✓ Cash Flow
- ✓ AP & AR Reco. Aging
- ✓ Finalization Of Books
- ✓ Provision, Prepaid, Accrued, 15CA & CB, Foreign Remittance, Tax Audit, P&L (Segment-Wise), Balance Sheet, Income Tax Return
- ✓ MIS, Variance Analysis, Deferred Revenue, Revenue Projection
- ✓ Branch Accounting, Maintaining Petty cash, Sale & Purchase
- ✓ Bank Reconciliation, Debtor and Creditor Reconciliation
- ✓ Basic Knowledge of Auditing, PF & Salary Sheet

Professional Synopsis

Currently working with M/S Fleetx Technologies Private Limited from Apr -2023 (As Sr. Accountant)

Roles & Responsibilities:

Taxation:

- **TDS Payment & 24Q,26Q,27Q** & Form-1 (**TDS Equalization Levy**) Return, **GSTR-1 & GSTR-3B Filling, 2B Reco.** On Monthly & Annual Basis, **Advances Data Preparation** for GST On Advance Received, **RCM** Preparation & Payment.

Accounts Payable:

- **GST, TDS, PF, ESI Payments, Custom Duty Payment, Bank Reco.**

MIS Reporting:

- **Revenue Projection, Deferred Revenue Calculation, Variance Analysis,** GST Reporting, TDS Reporting, **Accrued Interest Working & Reporting**

Other Works:

- **Cash Flow, AP & AR Aging, Provisions** (Entries for Monthly & Annual Closing), **Prepaid** (Entries for Monthly & Annual Closing), **Import BOE** (Entry & Submission to Bank for Closure of Foreign Remittance on RBI Portal).

M/S Ruptok Fintech Private Limited from Oct -2022 to Mar-23 (As Sr. Accountant)

Roles & Responsibilities:

- Payments (Interest Collection from Customers (4500 No.), Salary, GST, TDS, Invoices).
- Managing All Bank transactions (30000 No. of Transaction on monthly basis)
- Bulk Data Import in Tally Accounting Software (for Bank, Expenses & Customer data (From Loan Management System)
- Bank Reconciliation & Inter-Company Bulk Transaction Reconciliation (Branch Accounting & Reco.)
- TDS Return & Reconciliation, GST Return & Reconciliation (GSTR-1,2B,3B), Preparing P&L and Balance Sheet (Group of Companies)

M/S Vertex Aviation Private Limited From Apr-2021 to Oct-2022 (As Asst. Manager Accounts)

Roles & Responsibilities:

- MIS (Sales, Expenses, P&L, Balance Sheet)
- Managing All Financial transactions & Ensured compliance with accounting Deadlines.
- Payments (Salary, GST, TDS, Invoices)
- Preparation GSTR-1 and GSTR-3B Monthly Basis, Reconciliation GSTR-2A & 2B, TDS Payments & Return.
- Preparation of Annual Profit & Loss and Balance sheet with Coordinating with C.A.

M/S Indigo Infraprojects Private Limited From Jun-2017 to Mar-2021 (As Accountant) Roles & Responsibilities:

- Preparation of Annual Profit & Loss and Balance sheet with Coordinating with C.A.
- Preparation GSTR-1 and GSTR-3B Monthly Basis, Reconciliation GSTR-2A & 2B and Prepared GSTR-9 Yearly Basis, Prepare TDS sheet and Payment and Quarterly Return filling.
- Creditors & Debtors Ledger Reconciliation, Bank Reconciliation, Sale, Purchase & Journal Entries.

Academic Qualification

Course	Board/University	Year
10th	CBSE (Delhi)	2012
12th	CBSE (Delhi)	2015
B.COM	Delhi University	2018
M.COM	IGNOU (Delhi)	Final year

Computer Skills

- ✓ Exposure to Tally ERP, Busy, ZOHO, Compu (TDS, GST, Tax) and Webtel (GST & TDS) Accounting Packages.
- ✓ Completed computer course **DCA**.
- ✓ Having knowledge of **Advance MS Excel**
- ✓ Understanding of Microsoft Office and familiar with **Internet and Banking Operations**

Strengths

- ✓ Good Analytical and Presentation Skills, Enthusiasm, Growth Oriented, Continuous Learner, Team Player/Leader, Self-Starter, Persistent, Positive Attitude, Ready to perform challenging tasks & meeting the deadlines. Quick Learning, Adaptability, Loyalty is my greatest asset, A self-confident person, who believes in smart work.

Hobbies

- ✓ Listening music & Chess playing

Personal Details

Father's Name & Occupation	Upnesh Singh, Private Job
Date of Birth, Gender	30th October 1996, Male
Marital Status	Single
Languages	English & Hindi

I, hereby, declare that above information is true & correct to the best of my knowledge.

(Amit Kumar Singh)

Place: New Delhi