

Pankaj Singh

Senior Account Associate

Seeking responsibilities in the field of Finance & Accounts to introduce and maintain Best Practice for organizational Success.

✉ ps83914@gmail.com

☎ 7060927904



PROFILE SUMMARY

- Innovative, creative, accomplished and results-driven Finance and Accounts professional with 9 years of experience with electronic, pharmaceuticals & logistics (U.S. accounting) companies in managing financial operations, accounting, and reporting in diverse sectors. Proven expertise in financial analysis, budgeting, forecasting, and ensuring compliance with accounting standards and regulations. Adept at streamlining financial processes, improving operational efficiency, and driving cost-saving initiatives. Strong ability to manage financial records, prepare accurate financial statements, and implement effective internal controls. Demonstrated leadership skills with a focus on cross-functional team collaboration, mentoring, and driving organizational growth. Proficient in ERP systems (SAP, Quick-books, PCS etc.), MS Excel, and financial software tools. Committed to delivering strategic financial insights to support decision-making and business objectives.
- Strong Analytical and Problem-solving skills with a demonstrated ability to accurately identify root cause of problems and develop effective solutions.



CORE COMPETENCIES



Account Payable

GST

TDS

TCS

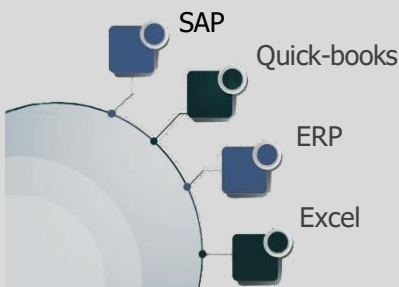
Reconciliation

MIS

Financial



SOFT SKILLS



CAREER TIMELINE

2023 –
Till Date

KAL FREIGHT PVT LTD

2021 –
2023

PURE & CURE HEALTH CARE PVT LTD

2018 –
2021

VIJAI ELECTRICALS LTD

2015 –
2018

M-TECH EQUIPMENTS



EDUCATION

2016-

B.Com from S.D.S.U. Dehradun.

2018-

MBA from NIBM



PERSONAL DETAILS

DOB-

16/06/1993

Address

Noida, U.P. (present)
Chamoli, U.K (permanent)

WORK EXPERIENCE

Senior Account Associate
Kal Freight Pvt Ltd (U.S. Accounting)

Jun 2023 Till Date

Significant Accomplishments:

- ❖ Responsible for account payable.
- ❖ Provides overall direction for cash flow management and ensures alignment with the company's financial strategy.
- ❖ Prepare reports on accounts payable metrics, cash flow forecasts, and aging reports for management.
- ❖ Preparing debtors & creditors aging.
- ❖ Prepare monthly & quarterly MIS & financial reports.

Senior Accountant
Pure & Cure Health Care Pvt Ltd

Sep 2021 to Feb 2023

Significant Accomplishments:

- ❖ Responsible for account payable & preparation of accounts payable reports and metrics
- ❖ Address inquiries and resolve discrepancies related to invoices and payments.
- ❖ Prepare and file GST returns accurately and on time.
- ❖ Ensure all sales and purchases are reported correctly in the returns.
- ❖ GST audits by ensuring all documentation is in order and available for review.
- ❖ Prepare TDS & TCS monthly report for payment and returns.
- ❖ Ensure timely deposit of TDS with the government within the specified due dates to avoid penalties.
- ❖ Stay updated on changes in TDS rates, rules, and compliance requirements.

Account Executive
Vijai Electricals Ltd

Aug 2018 to Aug 2021

Significant Accomplishments:

- ❖ Responsible for account payable, payable & receivable aging.
- ❖ Assisting in entire accounts payable function including vendor management etc.
- ❖ Preparing TDS, TCS & GST Reports & return filing.
- ❖ Prepare GSTR 2A & 3B reconciliation.
- ❖ Submission & prepare data of quarterly budgetary support refund application and to get the refund earliest.
- ❖ Responsible for all types of payment related to capital expenditure of operational expenditure.

Accountant
M-Tech Equipments

Sep 2015 to July 2018

Significant Accomplishments:

- ❖ Verifying the accuracy of the invoice against purchase orders and received goods & recording the liability in the accounting system.
- ❖ Preparation vendor & Bank reconciliation.
- ❖ Checking the accounting vouchers before the payment is processed with the proper supporting documents.
- ❖ Managed vendor relationships, resolving discrepancies and negotiating terms.

Date-

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