

**ROOP SINGH**

100/3, Rajiv Nagar, Sector-12, Gurugram-122022, Haryana.

Mobile: +91 7827994995, 8920196203

E-Mail: [roopmonu@gmail.com](mailto:roopmonu@gmail.com)

## CURRICULUM VITAE

### **Career Objective**

- To pursue a highly challenging career in the field of Finance, Accounts and Taxation, where I would apply my knowledge, experience and ideas to develop high caliber professional skill and effective management technique by proactive research and development activities to ensure protection of interest of industry and emerge as a good Corporate Professional.

### **Professional Experience**

- Currently working with **Expedient Healthcare Marketing Pvt. Ltd. (Healthians)** as Manager Finance (working since February'20 to till date)
- Worked with **Exclusive Motors Private Limited (Bentley India)** as Accounts Executive from July'16 to January'20.
- Worked with **Vinod Agencies** from December'15 to July'16 as Accountant.
- Worked with **MKS Associates Pvt. Ltd.** from February'13 to December'15 as Accountant.
- Worked with **Anil Mahajan & Associates (CA Firm)** from June'10 to January'13 as Accountant.

A brief synopsis of the nature of work done during the above mentioned period is mentioned below:

### **Roles, Responsibilities and Deliverables**

- Responsible for complete Accounting Transactions, Cash Management and Bank Management.
- Accounting of Sales and Purchase Vouchers.
- Conducting Physical verification of Cash, Stocks, Assets, etc.
- Maintaining and controlling of Sundry Debtors and Sundry Creditors.
- Taking care of GST and TDS deduction and submission.
- Reconciliation of Inter Branch Accounts, Bank and Vendor ledger accounts etc.,
- Necessary MIS & Deliverables for preparing P&L.
- Involved in the Accounts finalization & Financials preparation process for statutory audit purpose.
- Preparation of PO's, Estimates and Job Cards.
- Other Financial, Accounts related issues and statutory payments within the due date.
- TP & TR Ageing
- Verification of vouchers and involved in auditing.
- Verifying the imprest, travel advances and scrap sales.
- Bank Reconciliation on weekly basis & monitoring unrecognized entries.
- Complete the various tasks as assigned by the department head from time to time.
- Maintenance of Files and Records.
- Maintenance of Fixed Assets Register.

## **Professional and Academic Qualification**

| <b>Course/ Examination</b> | <b>Board/ University</b> | <b>Year of Passing</b> |
|----------------------------|--------------------------|------------------------|
| B.Com                      | Rajasthan University     | 2008                   |
| 12 <sup>th</sup>           | Ajmer Board              | 2005                   |
| 10 <sup>th</sup>           | Ajmer Board              | 2003                   |

## **Key Skills**

- Quick learner, sincere and a team player.
- Problem-solving attitude with strong commitment to quality and hard work.
- Adaptable to changes, Determined, Strong Character with willingness to do well.

## **Computer Proficiency**

- Good hand on DMS.
- Good Hands on Tally.ERP 9, SAP (B1) Marg & Busy.
- Well versed with MS Office.

## **Noteworthy Achievements**

- Active participation in inter-school various extra curriculum activities.

## **Interests**

- Listening Music and Singing.
- Interacting with People.
- Playing Cricket

## **Personal Profile**

- Father's Name                      Mr. Shyam Singh
- Date of Birth                        22<sup>nd</sup> July 1988
- Languages                         Can read, write and speak Hindi and English.
- Marital Status                     Married.

(Roop Singh)