

CURRICULAM VITAE

RITU SINGH

Cont +91-9990081915

PROFESSIONAL SKILL:

- Filling Return of GST
- Filling Return of TDS statutory compliances.
- Profit & Loss and Balance Sheet Finalization
- Payroll Processing
- PF Return
- Payment Run
- General Ledger Reconciliations
- Vendor Administration
- Accounts Receivables
- Accounts Payables.
- Cash Application
- Journal Entries
- Intercompany and Inter account reconciliations
- Bank Reconciliation
- Physical Stock Audit

Academicals:

MBA - Finance from Shri Venketashwra University, Uttar Pradesh - (2021-2023)

B.Com (Bachelor of Commerce), from Delhi University – (2015-2018)

Intermediate – Commerce from CBSE. Board – 2015

Matriculation –from CBSE Board – 2013.

Career Synopsis:

- Senior Accountant with over all 9 years' experience in Finance & Accounts.
- Confident in handling the customer and interacting with senior management.
- Ability to adapt well and perform under high pressure/ competitive environment
- Time Management
- Willingness to learn, team facilitator

Professional Experience

Last Employer – VYOM ASSETS PVT LTD, New Delhi as a Senior Accountant from FEB 2024 to NOVEMBER 2024.

Job Profile: Sr. Accountant

Applications: Tally Prime, Odoo

Responsibility

- Processing of All Import Invoices, Domestic Vendor Invoices for Raw Material purchase, Consumable, utilities and other Repair and Maintenance. Ensuring credit taken for duties and GST and Tax Deduction at Source.
- Proficient in using MS Office Components (Word, Excel, and PowerPoint).
- Working Knowledge of Excel formulas like V-look up, H-look up, If Command, Countif, Sumif etc.
- Issue of Cheques, Demand Drafts and Payment Transfers as per requirements.
- Preparation of Reports like forecasting weekly cash receipts and disbursements, Daily Bank Balance Report.
- Clearing of Bank Transaction in ERP System on Daily Basis so that All Bank Accounts operated by company can be reconciling on scheduled time.
- Follow up with Accounts Receivable Team for pending cheques & RTGS receipts entries.
- Allocation of Bank Charges in to appropriate Expense Account.
- Follow up with Bank for any queries.
- Stock Inward & Outward as per PO & Allocation.
- Branch Transfer of Stock.
- Physical verification of Stocks as per stocks as on date statement in order to find out the deviations.
- Enter all Debit Notes and Credit Notes.
- Preparation of monthly Trading and P/L Accounts & Balance Sheet.
- Making Report as per Management Requirement.
- Solve Auditors queries, Consult with Functional Consultant for Issue in discrepancy in ERP.
- Assist to Manager Finance in balance sheet finalization.

Soft Skills

- Microsoft Office.
- Tally, ERP
- Busy Software
- Quick Books
- Erply

Personal Details

Name : **RITU SINGH**

Father's Name: **Late Vijay
Bahadur Singh**

Marital Status : **Single**

Language : **Hindi & English**

Hobbies : **Reading Books
Watching TV,
Playing Cricket &
Net Surfing**

Present Address: House No
2047/9, Street no.E-58, Molarband
Ext Badarpur Border
New Delhi-110044
Contact +91-9990081915

Permanent Add:

House No 2047/9, Street no.E-58,
Molarband Ext Badarpur Border
New Delhi-110044
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Additional Responsibility:

- Review of Bank & Balance sheet reconciliations prepared by trainees.
- Providing process related training for new joiners, coordinate with Facility team for their access and desktop.
- Taking responsibility in updating day to day team work to the manager.
- Maintaining the activities trackers which are performing on month end close.
- I have involved in the process of balance carry forward (BCF) and Manual carry forward (MCF) on year end close.
- Open item Management of GL accounts.

Previous Employer – E3 GROUP INTERIOR AND EXTETIOR
(AUG 2021– JAN 2024)

Job Profile: Senior Accountant

Applications: Tally Prime

Responsibility

- Detailed Analysis of Balance Sheet, Profit & Loss Account & Cash Flow Statement information filed by the companies on monthly, quarterly and annually.
- Cash & Bank report (Cheque Collection, Transfer Received, and Bounce Cheques) on weekly basis.
- Handling monthly tax & social security's payment to Govt. bodies.
- Preparation of monthly Trading and P/L Accounts & Balance Sheet.
- Accounting in Tally ERP 9 of Different Expenses and Income Bills with Different Taxes like GST, TDS.
- Processing of Advance Payment/Receipt and adjustment under GST ACT
- Preparation detail of reversed charged and adjustment under GST ACT
- Preparing of Challan for GST and Process online payment of GST
- Preparing GSTR 1 and GSTR 2 Report through Tally ERP 9.
- Preparing GSTR 3/3B Report through Tally ERP 9.
- E-Filling GSTR 1, GSTR 2 and GSTR 3/3B through online or offline both of method.
- Preparing Bank Reconciliation and Debtor Ageing Report Through Tally ERP 9.
- Exporting DATA from Tally for preparation of Balance sheet.
- Checking of Form 26AS and passing TDS receivable entries.
- Preparing TDS Computation and E filling TDS Return Form 26Q.
- Deducting TDS as per different Rates and E-Payment of Challan 281.

- Preparing Salary Sheet of Employees.
- Computing TDS Liability on various Allowances and Perquisites.
- Treatment of Deductions under Chapter VIA.
- Preparing PF Return ECR Notepad.
- E-filing TDS 24Q Return.
- E-filing ITR for Salaried Business and Small Proprietorship.
- Calculation deduction for partner Salary and e-filing ITR for Partnership Business.
- Current and Deferred Tax Computation and its Provisioning.

Previous Employer – STARPET TRADIG PVT LTD

May- 2015 – Mar 2020

Job Profile : Account Executive

Applications: Tally Erp 9.0, 8.3, 7.2

Responsibility

- Having an extensive experience in processing, billing of cotton job
- work and other all type of billing jobs etc.
- Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.
- Maintaining banking functions, including Bank Reconciliation Statement, Cash Disbursement.
- Responsible for collecting funds from debtors.
- Maintaining of Attendance Register.
- Filling and maintaining quarterly and annually GST and TDS Computation.
- Making salary of employee for organization.
- Import Documentation
- Import Purchase Entry
- Shipment Tracking and arrangement Documents and Fund.
- Cash & Bank report (Cheque Collection, Transfer Received, and Bounce Cheques) on weekly basis.
- Handling monthly tax & social security's payment to Govt. bodies.
- Preparation of monthly Trading and P/L Accounts & Balance Sheet.
- Preparation detail of VAT/CST & fill-up Return on quarterly basis.
- Preparation detail of TDS & paid monthly basis.
- Preparation detail of Form 'C'
- Process all Inter Unit Invoices & Reconciliation of them on closing periods.
- Preparing Daily, Weekly and Monthly status reports.
- Preparation of reports like (AR report, AP report, AR aging report, AP aging report, Revenue report etc)
- Making Report as per Management Requirement.

DECLARATION:-

I hereby declare that all information given in this application is true and correct to the best of my knowledge and belief.

(RITU SINGH)