

# Dipti Singh

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## 🎯 PROFESSIONAL SUMMARY

Finance & Accounting professional with over 18 years of comprehensive experience in financial management, reporting, budgeting, reconciliations, compliance, and audit support. Proven ability to streamline operations, optimize workflows, and maintain accurate and timely financial records. Adept at managing fee reconciliation, statutory compliance (GST, TDS), payroll, MIS reporting, and leading cross-functional financial initiatives. CA Inter-qualified with an MBA in Finance & Marketing, seeking to contribute to organizations in a senior accounting or finance leadership role.

## 👛 CORE COMPETENCIES

- Financial Reporting & Analysis
- Budgeting & Forecasting
- Payroll & Taxation (TDS, ESI, EPF)
- MIS Reporting & Dashboards
- Finalization of Accounts
- Reconciliation (Bank, GL, Vendor, Customer)
- Statutory & Internal Audits
- Team Collaboration & Process Improvement
- ERP Tools: QuickBooks, Tally, MS Excel (Advanced)

## 📄 PROFESSIONAL EXPERIENCE

### Finance Officer

OPG World School, New Delhi | Jul 2024 – Present

- Maintained and balanced accounts using manual and computerized systems.
- Verified fee receipts, refunds, and reconciliations.
- Oversaw payroll and tax computations (TDS), including TDS challan generation.
- Led MIS and financial reporting functions; supported budget preparation and audits.
- Handled management cash and supervised financial transactions.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- Inspection of processed PO-based and non-PO based invoices. Also generated Pos.

## **Accountant**

Jagannath International Management School | Oct 2023 – Jul 2024

- Executed end-to-end accounting operations including journal entries, trial balance, and final accounts.
- Processed payroll, reconciled ledgers, and managed vendor payments.
- Generated detailed financial and statistical reports for management review.
- Participated in year-end closing and internal audits.
- Calculate and prepare cheques for payrolls and for utility, tax and other bills.

## **Bookkeeper & Admin Lead**

Karma Bites (UK-based firm) | Mar 2022 – Sep 2023

- Managed books using QuickBooks; oversaw invoicing, budgeting, and VAT returns.
- Supported shipping, inventory, and vendor coordination for daily operations.
- Improved cash flow forecasting and cost analysis processes.

## **Accountant**

MBS International School, New Delhi | Jan 2018 – Feb 2022

- Responsible for fee management, ledger entries, and fixed asset register maintenance.
- Prepared payroll, managed tax filings, and coordinated with auditors for compliance.
- Improved expense tracking and reduced manual reconciliation errors.

## **Senior Accounts Officer**

The Indian Heights School, New Delhi | Jul 2012 – Dec 2017

- Led accounts receivable functions including fee collections and outstanding follow-ups.
- Conducted bank, intercompany, and general ledger reconciliations.
- Managed vendor communication and cash voucher systems.
- Handling accounts department individually.

## **Sr. Executive – Finance & Accounts**

Agni Property Services Pvt. Ltd. | Mar 2011 – Jun 2012

- Supported internal audits (KPMG); handled finalization of accounts.
- Managed AP/AR, payroll, statutory filings, and MIS reporting.

## **Accounts Executive**

Savmit Grover & Associates | Aug 2006 – Mar 2011

- Conducted statutory and internal audits for clients across sectors.
- Finalized tax returns (Income Tax, Service Tax, E-TDS) and ensured legal compliance.
- Prepared financial statements as per Indian Accounting Standards.

## **EDUCATION**

MBA (Finance & Marketing), Symbiosis, Pune | 2010 – 2012

Bachelor of Commerce, Delhi University | 2003 – 2006

CA Inter (PE-II), ICAI | 2005 – 2007

CA Foundation (PE-I), ICAI | 2003 – 2004

## **TECHNICAL SKILLS**

- Accounting Tools: Tally ERP, QuickBooks, MS Excel (Pivot Tables, VLOOKUP, Dashboards)
- Compliance: TDS, GST, PF, ESIC
- Reporting: MIS, Budgeting, Reconciliation Statements
- Documentation: Audit Files, Payroll Sheets, Vendor Invoices

## **REFERENCES**

Available upon request.