

**CURRICULUM VITAE**

## OBJECTIVE

To attain the expertise in the field of corporate, finance, & taxation to make optimum use of my background of commerce by contributing to the growth of the organization and to increase own intrinsic value with growth of the organization

## EDUCATIONAL QUALIFICATION

* Completed Bacholer of Commerce from **Delhi Unversity**, Delhi.in **2014**.

**VIPIN SINGH 9953322156**

**Address for Correspondence:**

House No.- 405A Kalkaji New Delhi-110019

* Certified Industrial Accountant from **The Institute of Computer Accountant** in **2010**.
* Passed Higher Secondary Education from **CBSE Board**, Delhi in **2008**.
* Passed Secondary Education from **CBSE Board**, Delhi in **2006**.

## COMPUTER LITERACY

Good Knowledge of **MS-Office**.

MOB. **9953322156**

**E-Mail :** [Vipin1990lucky@gmail.com](mailto:Vipin1990lucky@gmail.com) **Personal Insight**

Date of Birth : 8th May 1990

Tally 5.4, 6.3, 7.2, ERP.9 & **Tally Prime GOLD** updated Version **Vlookup**, **Xlookup**, **Pivot Table**, **IF logical** and **financial** function. Microsoft Navision **ERP** Software.

Familiar with Internet Operations.

## SUPPORTIVE SKILLS

GST Returns, TDS,TCS, Income Tax, Day to Day Accounting.

: Male

Sex

## ABILITIES

: Indian

Nationality

* Ability to work independently, with little supervision.

Marital Status : Married **Languages Known** : English & Hindi **Hobbies** :

Listening music, Traveling, &

Reading Books

* Ability to effectively direct and supervise.
* Ability to analyze financial data and to prepare accurate reports in a timely fashion.
* Strong organizational skills and the ability to maintain detailed records
* Ability to communicate effectively both written and verbally.
* Ability to work effectively under stressful conditions.
* Ability to work quickly and accurately on an independent basis; giving great attention to detail and displaying the initiative to quickly identify and resolve variances, failures and discrepancies.
* Ability to establish and maintain goodwill with client(s).

Salary : 8.75 lac CTC

Notice Period : 1 Month

## WORK EXPERIENCE

**Accounting Work**

* Working With **CICO TECHNOLOGIES LIMITED for 11 years**, New Delhi as an Assistant Manager Finance From Sept’2009 to Nov’2020.
* Working With **LANDSMILL AGRO PRIVATE LIMITED**, Noida as Manager Finance & Account from Nov’20 to Jun’24
* Working with **CEASEFIRE INDUSTRIES PRIVATE LIMITED**, New Delhi as Manager Finance & Accounts from Jun’24 to till date

**WORK KNOWLDEGE**

# Presently Working with CEASEFIRE INDUSTRIES PRIVATE LIMITED, as Manager Finance & Accounts from June-2024 to till date

**Company profile:**

**CEASEFIRE INDUSTRIES PRIVATE LIMITED**, At Ceasefire we are dedicated to building a safer planet. We know that in the fight against fire, there are no second chances. We innovate constantly, creating lifesaving products built to perform without fail, to safeguard our customers, their communities and their livelihood.

# My Job Profile with CEASEFIRE INDUSTRIES PRIVATE LIMITED as Manager Finance & Accounts from June-2024 to till date

**MANAGER – FINANCE & ACCOUNTS FROM JUNE-2024 TO TILL DATE**

* **Sales & Revenue Management**
  + Prepare and analyze the **Daily Sales Bulletin** for management.
  + Conduct **Monthly Review & Finalization of Sales Day Books** to ensure accuracy.
  + Reconcile **Monthly Sales - COGS (Cost of Goods Sold) Workings** for financial reporting.
* **Accounts Receivable & Payable Reconciliation**
  + Perform **Debtor’s Collection Reconciliation on a Monthly Basis** to track outstanding receivables.
  + Conduct **Monthly Review of Debtor’s and Creditor’s Ageing Balances with Schedule** for financial reporting.
  + Reconciliation of **Intermediary Accounts, including Debtor’s and Creditor’s Adjustments**.
* Perform **Year-End/Month-End Accounts Payable Workings and Adjustments**.
* Work on **GST Purchase Bill Attachments** for documentation and compliance.
* Track **Inter-Branch Stock Transfer Receipts on a Monthly Basis** and ensure IRN generation.
* Handle **Stock Adjustments and Expense Allocation to COGS**.
* Review and track **Various Deposits and Their Subsequent Clearings on a Quarterly Basis**.
* **Taxation & Compliance**
  + Compute and process **Monthly GST Workings (3B) and Corresponding Journal Entries** for internal set-off and adjustments.
  + Prepare **Monthly RCM Computation Workings** for tax compliance.
  + Handle **TDS Reconciliation on Salary and Other Payments** to ensure tax compliance.
* Work on **TDS on Purchases u/s 194Q for Transactions Above 50 Lacs**.
* Handle **TCS on Sales u/s 206C (1H) for Transactions Above 50 Lacs**.
* Attend queries related to **F&F, TDS Certificates, Advance Clarifications, and CBA Statements**.
* Manage **Fixed Deposits with Banks for Sales Tax Compliance**.
* **Financial Reporting & Ledger Management**
  + Conduct **Fixed Assets Reconciliation with General Ledger Balances** to ensure accuracy in asset records.
  + Prepare **Sales, Stock, Debtors, and Creditors Reports for Working Capital Management**, including AR-AP ageing reconciliation.
  + Finalize the **Purchase Day Book** on a monthly basis.
  + Perform **Employee Sub Ledger Review** for advance/imprest accounts and ensure year-end balance confirmations.
* Review and scrutinize the **Monthly Trial Balance** and prepare **Profit & Loss (P&L) and Balance Sheet (B/S)**. Perform **Comparative Expense Variance Analysis on a Monthly Basis** to identify discrepancies.
* Prepare the **Consolidated Trial Balance for Head Office (HO), Depot, and Factory**.
* Conduct **Bank Reconciliation Statement Verification on a Quarterly Basis**.
* Perform **26AS Reconciliation on a Quarterly Basis** to ensure tax compliance.
* Handle **GST Turnover Reconciliation with Revenue from Operations and P&L**.
* **Payroll & Employee Payables**
  + Process **Monthly Provisions of HO/Depot Salaries and Journal Entries**.
  + Manage **Employee Full & Final Settlement Payables and Payment Tracking**.
* **Other Financial Activities**
  + Review **Monthly Rent & Rent Deposits with Vendor Balances**.
  + Work on **Shared Services Invoice Processing, e-invoicing, and PDF Generation for e-signing**.

# My Job Profile with LANDSMILL AGRO PRIVATE LIMITED as Manager Finance & Accounts from Nov-2020 to June-2024

## MANAGER – FINANCE & ACCOUNTS FROM NOV-2020 TO JUN-2024

* Finalization of Yearly Balance Sheet with Statutory Auditor.
* Finalization of Monthly Profit and Loss account.
* Prepare Stock Statement & DP **Calculation** for bank on monthly basis.
* Managing Income tax Assessment and cases.
* Prepare data for loan sanction process.
* Manage cash credit loan facility.
* Manage fund flow on daily basis.
* Loans account reconciliation (**Cash Credit/ WCDL/TL/STL**)
* Reviewing of **GSTR 2B** Reconciliation.
* Reviewing & Filling of **GST R1** & **GSTR 3B** and **TDS Returns** on monthly and quarterly basis.
* Prepare Foreign Remittance.
* Tracking Export Remittances
* Monthly Plant visit for Stock Reconciliation.
* Prepare GST Annul return data for **GSTR 9** & **GSTR 9C**.
* Prepare Compliance of renewal for cash credit limit facility.
* Prepare CMA Data for banks.
* Managing legal issues pertaining to creation/registration of Mortgages, Hypothecation and Pledge.
* Prepare inputs to share with Credit Rating agencies.
* Maintain proper data of Fixed Assets.
* Reviewing purchase orders with Purchase Invoices.
* Reviewing Sales orders with Sales Invoices.
* Responsible for collecting funds from debtors.
* Quarterly Balance confirmation of Debtors and Creditors.
* Processing of payments to vendors and petty cash payments perform timely.
* Reviewing Payroll process.
* Inventory Reconciliation on monthly basis.
* Coordinates monthly, quarterly, and annual closing activities.
* Interaction with auditors for Books.

# My Job Profile for 11 Years with CICO TECHNOLOGIES LIMITED as an Assistant Manager Finance from Sept-2009 to Nov-2020

## ASSITANT MANAGER – FINANCE & ACCOUNTS FROM MAY-2018- TO NOV-2020

* Prepare yearly Balance sheet, P&L Sheet, Trial Balance for MIS Purpose.
* Manage Accounts team in this organization.
* Monitoring preparation of statements including Trial Balance, P & L A/c, Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management, Balance Sheets on monthly as well as annual basis.
* Responsible for collecting funds from debtors.
* Manage vendor reconciliation, bank reconciliation, intercompany data reconciliation, General ledger reconciliation.
* Prepared weekly confidential sales reports for Director.
* Prepare CMA data for Banks, Bank Management, Cash Management
* Control purchasing department budgets, develop and implement purchasing and contract management instructions, policies, and procedures.
* Prepare Product/Item wise cost sheet on Management demand.
* Reviewing of Travelling/Conveyance expenses.
* Issue and verifying Debit notes and Credit notes.

## ACCOUNTS OFFICER – ACCOUNTS

* Preparation of Various MIS - Cash Flow, Monthly Income Statement Board meeting Data.
* Accounts receivables / payables, Reconciliation/payment follow-up, Debit / credit Notes.
* Maintaining banking functions, including Bank Reconciliation Statement,
* Making salary of employee for organization.
* Having an extensive experience in processing, billing of rental commercial buildings and other all typeof billing jobs etc.
* GST Registrations.
* Filling and maintaining monthly and annually GST returns.
* Responsible for collecting funds from debtors.
* Prepared weekly confidential sales reports for Director.

## ACCOUNT EXCUTIVE

* Bank Reconciliation statement on daily basis.
* Fund Flow on daily Basis.
* Cash Credit Loan Interest working.
* Prepare Bank Guarantee and Letter of Credit.
* Follow-up for Accounts Receivable and Payables.
* Issuing Credit note and Debit Note.
* Booking all Travelling Expenses and other Journal entries.
* Prepare quarterly TDS returns in Logitech Plus.
* Reconcile Purchase invoice with issued PO for payment process.
* Prepare cost sheet and give approval for order execution.
* Maintaining General Ledgers, Party Ledgers, Sales Ledgers, Purchase Ledgers.

## ACCOUNT ASSISTANT

* Prepare Work Contract Billing as per Site completion sheet.
* Booking of Purchase Invoices.
* Bank Reconciliation statement on daily basis.
* Payment Process for the Site Labor and Contactor.
* Preparing Service Tax Return.
* Preparing Sales Tax Returns (Delhi, UP, MP, Rajasthan, Maharashtra, Haryana and Karnataka)
* Create Monthly Provision for Sub Contractor.
* Inventory Reconciliation Actual vs. System Inventory.
* Costumer and Vendor Reconciliation.
* Costing and Profitably Sheet on Monthly basis.

## KEY LEARNING

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professional standards.



the effectiveness of deliverables & service.

law matters.

**Date:**

**Place: New Delhi VIPIN SINGH**