

**RANJEET SINGH**

APPLICATION FOR THE POST OF SENIOR ACCOUTANT

**PROFILE SUMMARY**

# GET IN CONTACT

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# PERSONAL DETAILS

Total Experience 30+ Years Current Location New Delhi Date of Birth Apr 30, 1969 Gender Male

# SKILLS

HONEST AND SINCERE

Book Keeping Tax Compliance Data Entry Result Oriented Problem Solving Team Leading

Tally Accounting Package GST

Bank Reconciliation

LIASONING WITH GOVT DEPARTMENT

Salary Preparation SALARY DISTRIBUTION OVERTIME PREPARATION

Income Tax Return Debtors Control

# LANGUAGES KNOWN

ENGLISH HINDI PUNJABI

With a strong educational background in B.Com from Delhi University and 35 years of extensive experience, I am a highly dedicated and results- driven professional. I possess a dynamic and sincere approach towards delivering exceptional performance. My expertise lies in driving organizational growth and my own professional development. I am committed to achieving goals and driving success through strategic and focused efforts. With a proven track record of excellence, I am adept at enhancing organizational work processes and achieving personal growth.

**EDUCATION HISTORY**

## Graduation

Course B.Com( Commerce )

College Delhi University - Other Year of Passing 1989

# WORK EXPERIENCE

Sep 2017 to Present

## Senior Accountant at P.M.MALL PVT LTD (SISTER CO NCERN OF YORKS GRIP INDIA LTD)

BANK RECONCILIATION,SALARY AND OVERTIME PREPARATION DISTRIBUTION,DAY TO DAY ACCOUNTING, LIAISING WITH GOVT DEPARTMENTS,GST,INCOME TAX

Aug 2007 to Sep 2017

## Senior Accountant at YORKS GRIP INDIA PVT LTD

MAINTAING BOOKS OF ACCOUNTS,DAY TO DAY ACCOUNTING,BANK RECONCIALTION,BANK RECOCIALTION,LIASIONING WITH GOVT DEPARTMENTS ETC, SALARY MAKING & DISTRIBUTION

Jul 1999 to Aug 2007

## SENIOR ACCOUNTANT at DYNATECH CONTROLS PVT LTD

SENIOR ACCOUTANT

Jul 1992 to Jul 1999

## ACCOUTANT at TOSHINA INDUSTRIES INDIA

ACCOUTANT

**ACCOUNTS ASSISTANT AT EMELSON AGENCIES(AGENT**

**ASIAN PAINTS INDIA LIMITED )**

**MAY 1989 TO JUNE 1992**