

# CURRICULUM VITAE

## **CONTACT DETAILS:**

**Name : MANDEEP SINGH**

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## **PROFESSIONAL STRENGTH**

- ⌚ Ability to supervise teams, improve work flow, accuracy and efficiency
- ⌚ In-depth knowledge of financial reporting, data review, payroll processing and reconciliations
- ⌚ Familiar with vendor relations, implementation of technologies and program management
- ⌚ Ability to establish good relationship with service providers and vendors
- ⌚ Possess excellent verbal and written communication skills
- ⌚ Excellent organizational and interpersonal skills
- ⌚ In-depth knowledge of accounting programs like Ability to work with little supervision

## **CARRIER STATEMENT**

- ⌚ I believe that there are no shortcuts to success in life & the only way to achieve the success is “Smart & Hard Work” thus the key work for me is “Smart & Hard Work” in the right direction to achieve the ultimate goal of assignment given to me and to obtain a full-time position in the field of Accounts, Finance and Tax, utilizing my problem solving and leadership skills.

## **WORK EXPERIENCE**

**Duration :** Sep 2022 to till Date  
**Organization :** Hero Motors Limited.  
**Designation :** Officer

**Hero Motors Group** is equipped with state-of-the-art manufacturing facilities. All the units are located at strategic locations for the unique advantages that each place offers. A workforce of dedicated professionals is efficiently operating and managing the facilities and leading the organization towards the pinnacle of achievements.

### **Job Responsibilities**

- ⌚ Vendor & Contractor payment on time.
- ⌚ Collection Entries update in accounts.
- ⌚ Manage Payable & Receivable Accounts.
- ⌚ Prepare data for TDS Payment & Return.
- ⌚ Prepare Debtor & Creditor Outstanding with ageing on every week
- ⌚ Resolve Vendors queries regarding debit note, his payment and any other issue.
- ⌚ Miro Passing (Purchase).

- ⌚ Contractor Bill Passing.
- ⌚ T.A, D.A. Imprest & other all accounting expenses Booking on daily basis.
- ⌚ Manage Debtor & Creditors accounts on daily basis.
- ⌚ Sale Bill to Customers.
- ⌚ Follow up with Customers for Collection.
- ⌚ Bank reconciliation on daily basis.
- ⌚ Vendor reconciliation & Customer reconciliation on monthly basis.
- ⌚ Co-ordinate with branches for Reconciliation.
- ⌚ Tds Reconciliation of 26AS with 16A.

## WORK EXPERIENCE

**Duration** : Apr 2022 to Sep 2022  
**Organization** : Bir Industries.  
**Designation** : Accountant

**Bir Industries** Registered in 2011. Bir industries has made a name for itself in the list of top suppliers of in India. The supplier company is located in Ludhiana, Punjab and is one of the leading sellers of listed products.

### Job Responsibilities

- ⌚ Accounting Entries in **EVERSHINE**.
- ⌚ Sale Bill to Customers.
- ⌚ Vendor Payments.
- ⌚ Bank reconciliation & Vendor reconciliation & Customer reconciliation.
- ⌚ Bank Payments or Cheque Collection from Customers.
- ⌚ Resolve Vendors queries regarding debit note, his payment and any other issue

## WORK EXPERIENCE

**Duration** : Aug 2019 to Mar 2022  
**Organization** : Hero Cycles Ltd.  
**Designation** : Assistant Officer

**Hero Cycle is** Established in 1956 in Ludhiana, Hero Cycles started with manufacturing cycle components slowly paving its way onto becoming the one of the 'Best Cycle Brand' in India. Today, Hero Cycles is undoubtedly the largest manufacturer of bicycles in India producing 5.2 million cycles per annum. At present, Hero cycles exports to over 70 countries including Germany, Poland, Africa, and Finland with an approximate network of over 250 suppliers and 2800 dealerships.

### Job Responsibilities

- ⌚ Accounting Entries in **SAP (All types of expenses)**.
- ⌚ Mrn Bill Passing in **SAP**.
- ⌚ Sale Bill to Customers.
- ⌚ Vendor Payments.
- ⌚ Monthly Expenses report.
- ⌚ Bank reconciliation & Vendor reconciliation & Customer reconciliation.

## WORK EXPERIENCE

**Duration** : April 2013 to Aug 2019  
**Organization** : Vardhman Polytex Ltd.

**Designation : Assistant Officer**

**Oswal Group** is a leading textile conglomerate in India , the Group business portfolio includes Yarn, Greige and Processed Fabric, Sewing Thread, and Acrylic Fiber.& also deals in real estate project name Vardhman park & One of unit FM Hammerle (Kolhapur) manufacturing of Garments Export to European Countries

### **Job Responsibilities**

- ⌚ Accounting Entries in **SAP (All types of expenses)**.
- ⌚ Mrn Bill Passing in **SAP**.
- ⌚ Vendor Payments.
- ⌚ Monthly Expenses report.
- ⌚ Imports Payments of Vardhman polytex limited (for Services vendors & Supply of Materials).
- ⌚ Bank reconciliation & Vendor reconciliation.

### **WORK EXPERIENCE**

**Duration : Sep 2012-Mar 2013**  
**Organization : Garyson Motors Pvt. Ltd.**  
**Designation : Accountant (Billing)**

### **WORK EXPERIENCE**

**Duration : Oct 2011 to 15 June 2012**  
**Organization : Kochar Infotech Pvt Ltd.**  
**Designation : Customer Executive**

### **PERSONAL ATTRIBUTES**

- ⌚ Willingness to take new Responsibilities.
- ⌚ Honest, reliable and highly motivated.
- ⌚ Ability to handle pressure and believe in teamwork and time management.
- ⌚ Responsible for contribution to teamwork.
- ⌚ Organizational skills.
- ⌚ Energetic & Zeal to learn closures.
- ⌚ Can work effectively in a team as well as individually.
- ⌚ Ability to analyse situations and take fair decision.

### **EDUCATION**

- B.com from I.G.N.O.U in Commerce stream
- 12<sup>th</sup> from R.B.S.E
- 10<sup>th</sup> from P.S.E.B.

### **COMPUTER AWARENESS**

- Basic Knowledge of computer applications

### **PERSONAL PROFILE**

Name : Mandeep Singh  
Father's Name : Sh. Jaipal Singh

Date of Birth : 05-10-1993  
Sex : Male  
Nationality : Indian  
Marital Status : Married  
Languages : English, Hindi & Punjabi

**DECLARATION**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date.....

Place: Ludhiana

(Mandeep Singh)