**Curriculum Vitae**

**Name: Amandeep Singh**

**Father Name: Davinder Singh**

**Contact no: +91-7986465004**

**Email id: Sagguaman67@gmail.com**

**Objective:**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

**Academic Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree & Certificate** | **Qualification** | **Institute** | **Board & University** | **Year** | **Aggregate %** |
| Graduation | B.COM (Hons) | SCD. GOVT.COLLEGE LUDHIANA | PANJAB UNIVERSITY | 2014 | 72% |
| 12th | COMMERCE | TEJA SINGH SUTANTER SEN. SEC. SCHOOL | PSEB | 2011 | 91% |
| 10th | MATRIC | TEJA SINGH SUTANTER SEN. SEC. SCHOOL | PSEB | 2009 | 85% |

**Additional Skills:**

* MASTER DIPLOMA IN COMPUTER APPLICATION FROM EXCEL NET COMPUTER CENTER
* TALLY.ERP9 (4 MONTHS COURSE IN CHAMBER OF INDUSTRIAL AND COMMERCIAL UNDERTAKING)
* Having working knowledge **of SAP,WINDOWS, MS OFFICE** and Internet searching and browsing .

**WORK EXPERIENCE**:

**1) At present working with RALSON (INDIA) LIMITED) as An Accountant in Accounts Since APRIL ,2018**

**Accounts Section:**

1. Preparing of Gst Return **GSTR-1 AND GST -3B** on Monthly Basis.

2. Preparing and filling of **Tds Returns (26Q, 27Q, 27EQ, 24Q**) on Quarterly Basis.

3. Enter Purchase Vouchers in **SAP** and Posting Tds and Journal voucher entries.

4. Preparing and Filling of **GSTR- 9** Yearly And Prepared **Unit Wise Data** For Tax Audit

5. Preparing Gstr2 Data for Gst Refund And Prepared **CIF** Detail for Balance Sheet

6**. F-02** Type Transactions And **MIRO** Transactions

7. Preparing **Trade Receivable** Report On Weekly Basis

8. Asset Creation And Asset retire of company

9. Debit Balance Break up **(import)**

10. **GSTR3B** working and Reconciliation with 2A.

11. Booking investment entries and prepare gain/loss sheet.

12. Issue Debit and Credit Notes to units and parties.

13. Settlement and Maintain of Fixed asset Register.

14. Inter unit transactions and imprest clearing .

15. Inter Units payments.

16. Customer bill tagging and clearing.

17. Monthly Provisions, Trial scrutiny and Ledger Scrutiny.

18. Bank Reconciliations and Vendor Reconciliations at Month end.

19 Process Payments Through SAP Software on daily basis.

20.Preparing of all types of General Ledger Details

**2) Two years Accounts experience under Senior Accountant (2014-2016)**

**3) Two Years Experience in A.B.S. GLOBAL FORWARDERS As An Assistant Accountant (MAY 2016- FEB. 2018)**

1. Bank Reconciliations and Vendor Reconciliations.

2. Gst working and Reconciliation.

3. Cheque clearing on daily basis.

4. Maintain Stock Register on Daily basis.

5. Upload Sales and Purchase data on Gst portal.

**Strengths:**

* Willingness to learn, team facilitator, hard worker.
* Taking initiative.
* Easily adaptable to any work environment.
* Highly Optimistic

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**Hobbies:**

* Playing Footbal.
* Listening Music.
* Making New Friends.
* Interacting with peoples

**Personal Profile:**

Father’s Name : Davinder Singh

Permanent address: H.No-545, St.No.7/3, Baba Deep Singh Nagar, Ludhiana.

Gender : Male

Language Known : English, Hindi, Punjabi

Phone: : +91-7986465004

Date of Birth: : Jan 24, 1993

Marital Status: : Unmarried

**Declaration:**

I, hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Amandeep Singh

Place: Ludhiana