


# Amandeep Singh

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## Experience



### Export Assistant

Chirag International - Ludhiana

Nov 2021 - Present (3 months +)

My job responsibilities for this job is to prepare for all export documents such as commercial invoices, tax invoices, checklist, bill of lading, shipping bill.



### Assistant Accountant

Bansal Spinning Mills Ltd.

Dec 2020 - Oct 2021 (11 months)

My job responsibilities for this job was to enter journal entries, bank reconciliation, Salary Audit, TDS entries, TCS entries, purchase.



### Assistant Accountant

A.H. Exports

Nov 2018 - Oct 2020 (2 years)

My job responsibilities for this job was to handle all basic accounting such as journal entries, bank reconciliation, preparing payrolls, enter banking transactions, TDS entries, TCS entries, sale, purchase, preparing for payment of creditors(suppliers)

## Education



### Panjab University, Chandigarh

B.COM (Correspondence), Business/Commerce, General

Sep 2018 - Jul 2021

## Skills

Accounting • Achieving Competitive Excellence (ACE) • Commerce • Team Spirit • Computer Hardware  
• Export Documentation • Export • Tally ERP • Microsoft Word • Microsoft Excel