

## **Aakash Singh**

### **Finance & Accounts**

Q-92 Mohan Garden, Near Dwarka Metro Station.

New Delhi

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### **Career Objective:**

Looking for a new opportunity and challenging job assignment in the field of Financial and Accounting and Reporting.

### **Professional Summary:**

- Total 9+ Years Work Experience in Finance and Accounts.
- 7 Years Work Experience in Project Accounting & Financial Accounting & Reporting.
- Knowledge Accounting Software Tally ERP 9.
- Knowledge Accounting Software ERP (In4Suite®3.2) & ERP Navision (Microsoft).

### **Work History:**

**Current Employer : National Industrial Corporation Pvt. Ltd. as Asst Manager - Finance & Accounts**  
**Location : Nehru Place, New Delhi**  
**Duration : Jan-2020 to till**

#### **Roles & Responsibilities:**

- Maintaining Book of Accounts in Tally/ERP (Book keeping/Reconciliations).
- Handled of **receivables & payables (vendor payments/Party Reconciliation)**.
- Preparation of Tds Return along with Payment of Tds Monthly Basis.
- Payment of Excise Duty Challan.
- Assisting in Preparation Balance Sheet and Finalization Accounts
- Debtors and Creditors Reconciliation.
- Maintain the Stock in Tally and matching it with Physical Stock Report.
- Vendors and Contractors bill verifying and Payment Release.
- Monthly Summary Reporting of Various Expenses as per Requirements.
- Employee Advance & Imprest Updation & Deduction Provide to HR Management and Salary Reconciliation.
- Marketing Staff Imprest and Travelling Exp Verifying.
- GST Computation and Challan Payment.

**Previous Employer : Amila Group as a Asst Manager - Finance & Accounts**  
**Location : Gurgaon,Haryana**  
**Duration : Jan-2018 to Nov-2019**

#### **Roles & Responsibilities:**

- Maintaining Book of Accounts in Tally/ERP (Book keeping/Reconciliations).
- Prepare & review of monthly **management reports (MIS)** with project's sites accounting reports.
- Handled of **receivables & payables (vendor payments/Party Reconciliation)**.
- Preparation of Tds Return along with Payment of Tds Monthly Basis.
- Assisting in Preparation Balance Sheet and Finalization Accounts
- Debtors and Creditors Reconciliation.
- Maintain the Stock in Tally and matching it with Physical Stock Report.
- Maintenance and Accounting of petty Cash on Day to Day Basis.
- Vendors and Contractors bill verifying and Payment Release.
- Broker bill verifying and Payment Release.
- Monthly Summary Reporting of Various Expenses as per Requirements.
- Employee Advance & Imprest Updation & Deduction Provide to HR Management and Salary Reconciliation.
- Marketing Staff Imprest and Travelling Exp Verifying.
- Internal Audit
- GST and Computation

**Previous Employer : Earth Infrastructures Limited as a Sr. Accountant - Finance & Accounts**  
**Location : Naraina, New Delhi**  
**Duration : Mar-2011 to June-2017**

**Roles & Responsibilities:**

- Handling & Controlling the **Site Construction Project's Transaction & Computerized Accounting** processes like: -
- Maintaining Book of Accounts in Tally/ERP (Book keeping/Reconciliations).
- Prepare & review of monthly **management reports (MIS)** with project's sites accounting reports.
- Handled of **receivables & payables (vendor payments/Party Reconciliation)**.
- Handled monthly & yearly **Balance Sheet as per internal & statutory** requirements.
- Service Tax and Tds Computation and Return File.
- Preparing of Balance Sheet.
- Debtors and Creditors Reconciliation.
- Vendors and Contractors bill verifying and Payment Release.
- Broker bill verifying and Payment Release.
- Branch Surprise Cash Verification.
- Preparing of Cash Flow Statement.
- Employee Advance & Imprest Updation & Deduction Provide to HR Management and Salary Reconciliation.
- Marketing Staff Imprest and Travelling Exp Verifying.
- Management Cash Handling

**Major Achievements in Real Estate and Construction Sector:**

- Independently handled the complete accounting of " Commercial & Residential Projects" .

**Previous Employer : Anand Industries. As an Branch Accountant**  
**Location : Delhi & Noida (Head Office-Bhopal)**  
**Duration : Feb-2010 to Mar-2011**

**Roles & Responsibilities:**

- Preparing Sale Report
- Collection and Deposit to Bank
- Make entry on receipt of bills, Verification of Bill & Auditing all kind of accounting ledger Bills
- Handled daily routine accounting transactions (using Tally9ERP, Manual & Other).
- Checking, preparing and maintaining all types of vouchers with entry in tally
- Maintaining all the Vendors bills including their checking, processing and entry.of tally
- Arrange and prepare Salary or imprest statement and sending expenses vouchers after payment to HQ.
- Maintain proper records of Unpaid Vendors and Staff, follow-up with HQ for imprest and vendors cheques.
- Reconciliation of bank and cash statement.
- TDS Return File (Contractor & Sub-Contractor).
- Vat Return File.
- Physical Stock Verified to Head Office
- Employee Advance & Imprest Updation & Deduction Provide to HR Management.

**Previous Employer : Power Paints India Pvt Ltd. Assistant Accountant.**  
**Location : Delhi & Duration: Nov-2008 to Jan-2010**

- Maintain proper records of Unpaid Vendors and Staff, follow-up with HQ for imprest and vendors cheques.
- Reconciliation of bank and cash statement.
- Collection and Deposit to Bank
- Make entry on receipt of bills, Verification of Bill & Auditing all kind of accounting ledger Bills
- Handled daily routine accounting transactions (using Tally9ERP, Manual & Other).
- Checking, preparing and maintaining all types of vouchers with entry in tally
- Branch Reconciliation and Bank Reconciliation.
- Debtors and Creditors Reconciliation.
- Vendors and Contractors bill verifying and Payment Release.
- Tds Computation and Return File
- Prepare & review of monthly **management reports (MIS)** with project's sites accounting reports.
- Handled of **receivables & payables (vendor payments/Party Reconciliation)**
- Maintaining all the Vendors bills including their checking, processing and entry.of tally
- Inter-Branch Reconcile

**Worked NBR Consultant (CA Firm), as Accounts Assistants Netaji Nagar Delhi from May. 2008 to Nov 2008.**

**Extra Knowledge & Other Matter:**

- Handling of Sales Tax/VAT matters at Delhi.
- Handling of TDS on Contractors, Sub-contractors, and Professionals, Commission Brokerage & Advertisement etc.
- Preparation of Service tax return and Challan.
- Knowledge of GST Challan and Computation.
- Well-Versed All Type Accounting.

**Computer and IT Skills:**

Accounting Software : Tally ERP 9/ ERP (In4Suite®3.2), ERP Navision (Microsoft)  
MS Office : Word, Excel, Power Point

**Professional Qualification:**

- Passed MBA (Finance & Management) from SMU in 2013.
- Passed B.Com from Ram Lal Anand Collage, Regular (Delhi University) in 2008.

**Personal Information:**

Father's Name : Shri Dal chand  
Date of Birth : 10 Nov, 1985  
Marital Statuts : Married  
Lagunage : English, Hindi

**Place:** New Delhi

**Date :**

**(Aakash Singh)**