

Hemant Kumar Singh

Finance & Accounts

Phone: +91-8595277307

Email: hemantsinghbishen@gmail.com



Energetic and experienced Asst. Manger in Finance & Accounts with 9+ Year experience in Logistics-Freight Forwarding industry, looking for new role & responsibility where I can utilize my Skills and Knowledge, skilled in Book keeping, Cash Management, Audit, AR, AP, Budgeting, Forecasting & Taxation.

Academic & Qualifications

2008-2011 – B.Com (Graduation)-VBSP University

2006-2008 – Intermediate (10+2)-U.P. Board

2004-2006 – High School (10th) - U.P. Board

2009- CCA (Computer Application) CCCIT Ballia

Work Experience

On Time International Logistics Pvt. Ltd.

April 2022 – Present (Asst. Manager-Finance & Accounts)

November 2017- March 2022 (Sr. Executive-Finance & Accounts)

- Preparing Budget
- Preparation of Quarterly Forecasting
- Preparation of Monthly MIS report and Financial statement
- Accounts payable & Receivable
- Reconciliation of GSTR2A vs GSTR2 and 26AS
- Handling Department Audit (Income Tax & GST)
- Statuary, Internal Audits
- Invoicing and Follow-up of Receivable
- Posting Vendor Cost and Payment remittance
- Scrutiny of Vendor and Customer Ledger and GL
- Balance Confirmation of Vendors & Debtors
- Booking of accrual and prepaid expenses
- Monthly, Yearly closing and JV entry
- Bank Reconciliation and bank Entry posting
- Cash handling and voucher preparation
- Preparation contract and agreement
- Vendor and Customer Accounts creation and verifying of KYC documents

CMG Worldwide

April 2015 – November 2017 (Sr. Executive-Finance & Accounts)

June 2013 – March 2015 (Executive-Finance & Accounts)

- Preparation of Monthly Management Report
- Bank and cash reconciliation
- CSR Posting and remittance for IATA
- Vendor invoice posting and payments
- Invoicing and payment follow-up
- Preparation of agreement and contract
- Help in internal and department audit
- Data preparation for tax return filing
- Monthly payment of TDS
- Staff salary and reimbursement remittance and JV posting
- Closing and data management
- Vendor customer ledger reconciliation
- Cash and handling and vouchers preparation
- Provision of expenses
- KYC Verification and code creation of new vendor and customer

Skills & Strength

- SAP Accounting
- Tally
- MS Office
- Financial Management
- Budgeting and Forecasting
- Auditing
- Teamwork and leadership
- Day to day accounting
- Admin related work

Personal Information

Address- Rzf-222/72,2ND Floor, Gali No.34, Sadh Nagar, Palam Colony, New Delhi-110045

Father Name- Chandrama Singh

Mother Name-Manju Singh

Spouse-Ankita Singh

D.O.B- July 15, 1992

Declaration

I hereby declare that the details mentioned above in resume are correct to the best of my knowledge and belief. I bear the responsibility of any error or mistake in the data occur if in the future.

Place –New Delhi

Signature

Date-

Hemant K. Singh