 Vidhi Singla



bhalla.vidhi@gmail.com

9582924439

New Delhi, India

31, Aug 1990

### Accounts Executive

Motivated Accounts Executive with passion for resolving accounting issues. Offering more than five-year career history in mining industry. Energetic and passionate individual with exceptional communication and presentation skills to drive new business development.

# WORK HISTORY



## ACCOUNTS EXECUTIVE

### Reliant Drilling Private Limited

*04/2017 - Present*,

*Head Office-New Delhi*



**SKILLS**

Attention to Detail

Business Awareness

Problem Solving

Consistency Flexibility

Go Getter

Team oriented.

Critical Thinking

**LANGUAGES**

English

*Full Professional Proﬁciency*

Hindi

*Full Professional Proﬁciency*

**SOFTWARE**

Well versed with software Tally

Efficiency in Excel

**REFRENCE**

Mr. Hemant Sharma Manager Controls

Reliant Drilling Pvt Ltd

+91-9958286080

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*Roles and responsibilities*

* Maintaining books of accounts and Expats salaries.
* Managing all the accounting entries and verifying the same
* Reconciliations of Purchase order with invoices till May 2022.
* Assisting in compiling of TDS data and Preparations of GST returns
* Bank Reconciliations
* Conduct quarterly account delinquencies
* Supervise the accounting team at Dariba, Rajasthan
* Bookkeeping of financial documents

# EDUCATION



## Master of Professional Accounting - extended

### University of Technology Sydney

*07/2014 - 08/2016*, *Sydney, NSW, Australia*

*Courses*

 *Master of Professional Accounting*

## Post-Graduation Diploma in Management

### Jagan Institute of Management Studies

*06/2011 - 05/2013*, *Rohini, New Delhi, India*

*Courses*

# PGDM -Human Resource & Marketing

## Bachelor of Commerce

### Meerut college, Meerut

*06/2008 - 05/2011*, *Meerut, Uttar Pradesh, India*

*Courses*

B.com (CCS University, Meerut)

## Intermediate

### Sophia Girl’s School Meerut

*04/2007 - 03/2008*, *Meerut, Uttar Pradesh, India*

*Courses*

Intermediate