

BAWLANT SINGH

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**A-56, Ranaji Enclave, Part-1, Gali No-6. Near Nangali Metro,
Najafgarh Road, New Delhi - 110043**



OBJECTIVE

I seek challenging opportunities where I can do fully use my skills for the success for the organization.

EXPERIENCE

- Currently working with M/s Shipcon Logistics & Supply Chain Pvt. Ltd. As a Senior Accountant (Manager) from July-2022 to till date.
 - Worked with M/s. Walkaroo International Pvt. Ltd. (Manufacturing Units), As an Senior Associates (Statutory -Finance) from Haryana,) from June-2021 to July-22.
 - M/s. Weber Stephen Barbeque Products (I) Pvt. Ltd, (Senior Accountant), on payroll of IQ Consultancy from Sept-2015 to June-2022
 - M/s. Simran Enterprise (Manufacturing & Advertisement), as an Accountant from Sept-2010 to December 2014.
 - M/s. D. K. Khandelwal & Co. (Chartered Accountant) Trainees cum Assistance Accountant from March-2007 to june-2010.
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JOB RESPONSIBILITY

- Follow-up with customers seeking payments on outstanding invoices, responsible for receipts accountings, process credit and debit memos as per the agreement.
- responsible for preparing Bank Reconciliation statements on a monthly basis,
- Reviews bank accounts, check balances against ledger invoices and verifying that the amounts match with the Trial Balances, maintains proper supporting documentation.
- Periodic monitoring on service agreement provided by external parties. Also perform employees travel expense audit and handling queries.
- Preparing, review and analysis customers Receivables ageing reports.
- Ensure working and timely payments of statutory dues and filling returns, namely monthly GST Returns (GSTR-1 & GSTR-3B), TDS and coordinate with tax consultants for timely closure of Returns and assessment and replies to tax authorities queries.
- Coordinate with external auditors as well as internal auditors for smooth closing of all the schedules and help on finalisation of Balance Sheet and P & L account.
- Provide management MIS on AR status Report, Statutory forms Reports and Statutory compliance to India team as well Pacific team
- Maintenance of General ledgers of the units containing payments, receipts, monthly provisioning.
- Extensively involved in monthly, quarterly and year end close and reporting to USA, corporate office.
- Ensure proper accounting for revenue and receivable with the appropriate internal accounting control.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commission, proportion and percentages.
- Preparing salary sheet, and make payments and returns for ESI AND EPF.
- Preparation for Sale tax payments and returns monthly basis.
- Preparation of c form, f form detail, and timely deposited in department.
- Preparing and submission of online compliances i.e. sale tax, service tax and Tds, etc.
- Day to accounts maintenance and accounting payments, receipts, purchase and Sales by using Tally.

- Verification of vendors invoices, accounting and resolving, discrepancies related to invoice processing, printing cheques as per company guidelines.
- Daily interaction with the sales team for Receivables from the customers
- Prepared and manual invoices and same was entered in tally.
- Computation of income tax and filling Closer of imprest accounts and settlement of expenditure.
- Submitting of income tax returns, sale tax returns, roc from departments.
- Audit from customers, checking of sale, purchase, and all type of expense vouchers and its related supporting documents

EDUCATION:-

- Passed Secondary from C.B.S.E BOARD, in 2000
- Passed Senior Secondary from C.B.S.E BOARD, in 2002
- Passed Graduation (B.com (Pass) from Delhi university.

SKILLS:-

- Knowledge of Microsoft Office Tools (Word, Excel, PowerPoint, Access)
- Tally ERP 9
- Busy Software,
- Wabtec (e-tds),
- SAP-FICO,

LANGUAGE :-

- Hindi, English.

PERSONAL DETAILS:-

Date of Birth : 07/03/1982

Marital Status : Married Nationality : Indian

Father Name : Anand Singh Rawat



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Place: - New Delhi

Date:-