

**Jasmeet Singh**

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## **Objective:**

Results-oriented **Accountant** with **3 years of experience in Group A Logistics India Pvt Ltd. Proficient in Tally ERP, Tally Prime, and Logisys software.** Seeking a challenging position to utilize my skills and contribute to the success of an organization.

## **Experience:**

Accountant in Group A Logistics India Pvt Ltd, (New Delhi)

2020 January – Till now

- Managed financial records and accounts payable/receivable using Tally ERP, Tally Prime, and Logi-SYS Software.
- Prepared and reviewed financial statements and reports.
- Assisted with budgeting and forecasting activities.
- Conducted regular audits to ensure compliance with financial regulations.
- Collaborated with cross-functional teams to streamline accounting processes.

### **Skills:**

- Tally ERP
- Tally Prime
- Logisys Software
- Strong knowledge of financial principles, practices, and regulations.
- Excellent attention to detail and accuracy in financial record-keeping.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical abilities.
- Time management and organizational skills.

### **Education:**

- Bachelor in commerce (B.COM)
- University of Delhi School of Open Learning
- Year of Graduation: [2023]
- 12th Grade – CBSE (GHPS SCHOOL / DELHI)
- 10th Grade – CBSE (GHPS SCHOOL / DELHI)

### **Additional Skills:**

- Fluent in English and Hindi
- Knowledge of computers