Curriculum Vitae

PRADEEP KUMAR SINGH
Address: -Plot No-13, Goyla Vihar B-Block Near St. Thomas School New Delhi-110071 EnclaveNear Dabri Palam Road New Delhi110045

Mob.7011215860, 9871587162
PS808942@gmail.com

Carrier Objective

To work in an organization provides a lot of competitive opportunities. Thiswill give me an opportunity to prove my capability and true up my skill and academic performance.

Educational Qualification

- *M.com from IGNOU in 2017.*
- *B. Com from Delhi University in 2015.*
- *12th From CBSE in 2012.*
- *10th From CBSE in 2010.*

Computer Skills

- *Proficient in working under computerized environment With Skill in MS Office & Internet applications.*
- *Qualified for the Certificate Course in Tally 9.0, Tally ERP 9.0.*

Work Experience

- ***Currently Working with Apodictic Research LLP (Formerly known as Apothecaries Clinical Research LLP) and Apothecaries Pvt. Ltd. (Pharmaceutical /Research) since July 2022.***

  - *Designation: - Senior Executive Accounts*

Key Responsibilities: -

- Posting and review of day to day entries.
- Ledger Creation and grouping for the same.
- Cash vouchers preparation and Cash Expenses statement preparation.
- Payment requisitions for Making payments to regular vendors and other payments.
- Fund Planning for Payments and Fund arrangement for the same.
- Investment forms filled and Redemption forms for the same.
- Payroll, PF, ESI, and LWF calculation payment of Employees.

- Preparation and Review of Monthly Bank statements Reconciliation of branches.
- Payment of Employee claims on official expenses and reimbursement.
- Regular Debtors and Creditors ledgers reconciliation time to time.
- Invoicing and accounting with foreign exchange differences.
- Inward and Outward remittance payment documents preparation.
- Calculation and depositing of GST and TDS Payment.
- Prepared details for Filing of TDS Return for salaries and other than salaries.
- Prepared details for Filing of GST Return (GSTR-1, GSTR 3B, Annual Return 9 and GST ITC reconciliation monthly and quarterly for Pvt Ltd company, LLP firm and Proprietorship).

- *Five Year Five Month work with **Aarham Engineers Pvt. Ltd.** from January 2017 to June 2022.*
  - *Designation: - Accounts Executive*

***Key Responsibilities**: -*

- *Preparation of GST Return and E-filling.*
- *GST3B Return, GSTR1, GSTR9 return.*
- *Preparation of GST Refund documentation*
- *GST Case Handling.*
- *Invoicing, Voucher Entry E-Waybill.*
- *Bank Reconcile Statement.*
- *Preparation of TDS Return.*
- *ESI, EPF Challan payment.*
- *Balance Sheet Preparation.*

- *One year Four Month work with **Genre of Design** from July 2015 to November 2016.*
  - *Designation: - Assistant Accounts Executive*

***Key Responsibilities**: -*

- *Invoicing, Voucher Entry.*
- *Cash handling.*
- *Bank Reconcile Statement.*
- *Preparation of TDS Return.*
- *ESI, EPF handling.*
- *DVAT Return handling.*

- *One year One Month work with **CA Firm (Deepak Mohan & Co)** from May 2014 to June 2015.*
  - *Designation: - Accounts Assistant*

Key Responsibilities

- *Voucher Entry, Book Keeping*
- *Bank Reconcile Statement.*
- *Day to Day Accounting*
- *TDS Return Preparation*
- *Service Tax Preparation.*
- *D-vat Return Preparation.*
- *Balance Sheet Finalization.*
- *Income Tax Return E-filling.*

Total Work Experience

- *Eight Year.*

Interests

- *Learning new computer applications.*
- *Internet surfing.*

Personal Details

Father Name : Shri Prabhunath Singh
D.O.B :20th Jul1993
Language,Known : Hindi, English

Nationality : Indian

Date: - *Signature: -*