# BHARAT SINGH

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# SummaryofSkills,Experience&Achievements:

* Overall 8+ years of experience in Controlling & Managing in General Accounting including Accounts Payable & Receivable, General ledger, Bank Reconciliations, Provisions.
* Proficient in handling GST&VAT matters.
* MS-Office (Word, Advance Excel & Presentations), Tally ERP 9, & CompuTax Software for TDS.

# WorkExperience

**Asst. Account Manager– (Gst & Taxation) Nov- 2020**  To Till at R Sai Logistics India Pvt Ltd

* Computation of GST liability, payment and filing of GSTR-1and GSTR-3B.
* To preparere conciliation statement with GSTR-2A/2B and books of accounts.
* Preparation of GST Annual Return Form 9 and GST Audit Form 9C.
* Monitoring & subsequent adjustment of GST deposite donadvances with supply of services.
* Computation of monthly TDS/TCS liability, payment and filing of Quarterly TDS/TCS returns along with issue of Form 16 to Vendors.
* E-Invoicing along with e-way bill generation, Purchase Bill booking, Bank Payments, Inventory Management, Employee reimbursement through Tally and Customer, Vendor & Bank Reconciliation.
* Generation of Periodical MIS report including Sale, Purchase, Actual, Collection.
* Managing employer portfolio with EPFO regarding employees KYC along with necessary approvals for withdrawal of provident fund
* Ability to handle the Gst and Vat Assessments

**Sr. Executive– (Gst & Taxation) Aug-2015**  To 30 Nov-2020at Modern Enterprises Pvt Ltd

* Computation of GST liability, payment and filing of GSTR-1and GSTR-3B.
* To preparere conciliation statement with GSTR-2A/2B and books of accounts.
* Preparation of GST Annual Return Form 9 and GST Audit Form 9C.
* Monitoring & subsequent adjustment of GST deposite donadvances with supply of services.
* Computation of monthly TDS/TCS liability, payment and filing of Quarterly TDS/TCS returns along with issue of Form 16 to Vendors.
* E-Invoicing along with e-way bill generation, Purchase Bill booking, Bank Payments, Inventory Management, Employee reimbursement through Tally and Customer, Vendor & Bank Reconciliation.
* Generation of Periodical MIS report including Sale, Purchase, Actual, Collection.
* Managing employer portfolio with EPFO regarding employees KYC along with necessary approvals for withdrawal of provident fund
* Ability to handle the Gst and Vat Assessments

# SR. Executive – Finance &Accounts,

Apr--2011 – Aug-2015

# S.S.Sanitation – Sector-9 Noida

* Invoicing,Debit note and Credit note, Collection, Purchase & Monthly provision Entries.
* Bank, InterCompany,Customer &Vendor reconciliations.
* Computation of Tax liability & payment, filing of statutory returns and preparation of documents forAnnual Return,Tax Audit& Assessment underVAT/GST forUttarPradesh &Delhi.
* Adjustment of tax input with output tax in case of GST and then creation payment voucherfor tax payment
* Follow up with concerned sales person for collection Form C, Form H & Form XXXI subsequently apply for refund from VAT dept.
* LiasoningworkwithBank,Customer,VendorsandInternal Auditors.
* Preparedocumentsrequiredbystatutory auditors.
* Responsibleforfollowupwiththecustomersfortimelycollections.
* Analysis and making throughput report. circulation of Daily Sales report & Weekly debtors report. Reports related to monthly closing and periodical comparison Collection plan vs Actual.
* Arrangingrelevantpermitsfordispatchinggoodsfortimelydelivery.
* PreparinglocationwiseageingreportofallIndiadomesticcustomers.
* ReportofSales&CollectionandWorkorders summary.
* ExtractinginformationfromtheFACT (ERPSoftware)andreviewallcritical reports.Recognition
* SinglehandedlytookcareofthreecompaniesGST&VATmatterswithzerodefaultin compliance.
* Receivablesminimizedthelevelsofoverdueandbaddebts.

# Executive Finance&Accounts, May-2009- Mar 2011

**Atul.R.Gupta and Associates (F.C.A)**.

* Maintaining Data Entry related to General Accountingin Tally.
* Computation of Statutory UPVAT on Tally & Manual.
* Manual & E-return filing under VAT.
* Generation & Circulation of reports of Account Receivable and Payable fromTally.

# EducationalQualification

* **MBA** with dual specializationinFinance&MarketingfromSUBHARTIUniversity Meerut in 2019.
* **B.Com(Pass)**from Manav Bharti University 2012.

# PersonalDetails

Father’s Name : Sh.Azad Singh

Date of Birth : 02nd March 1985

Marital Status : Married

Language : Hindi & English

# Declaration:

Theaboveinformationistruetothebestofmyknowledge.

# Bharat Singh