**CIRRCULUM VITAE**

**VIRENDRA SINGH NEGI** 537-A, Nyay Khand-III

Indirapuram, Ghaziabad

U.P-201010

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**\*Seeking assignments in Accounts & Taxation with a growth oriented organization\***

* An enthusiastic, skilled, result oriented professional with 14 **years** of experience in Corporate Accounts and Taxation.
* Currently Associated **with M/s AMB Infraventures Pvt Ltd.**
* **KEY POTENCY**

GST Compliances, TDS Compliances, Tax Audit, GST Annual Return, Departmental Notice, Bank Reconciliation, Accounts Payable, Accounts Receivables, General Accounting, Financial & Accounting Reports, Variance analysis, 26-AS Reconciliation, E-Way Bill, Day to Day Activities, Tally Prime, Marg ERP & Oracle ERP and Advance Excel.

**CAREER HIGHLIGHTS**

**Jan’2024 to till M/s AMB Infraventures Pvt Ltd.**

Current Designation Accounts Officer

Current Industry Real Estate Developer

**Company Profile:** - AMB Group has a developed 21st-century real estate architect founded in Gurgaon. The AMB Group has set out to bring about a favorable transformation in how people live and work. With a profession in feasibility research, land investment, and development.

**Mar’2019-Dec’2023 M/s Kapoor Sales Corporation.**

Current Designation Accounts Officer

Current Industry Trading & Distributor

**Company Profile:** - Kapoor Sales Corporation a leading distributor of plastic raw materials and polycarbonate granules. They are currently associated with globally renowned manufacturers like **Sabic Innovative Plastics India Pvt. Ltd**. **Momentive Performance Materials India Pvt. Ltd**., and **Reliance Industries Ltd.**

**October’2015-February’2019 M/s Omaxe Limited.**

Lastly Designation Accountant

Lastly Industry Real Estate & Facility Management

**Sepember’2009- September’2015 M/s Pearls Agrotech Corporation Ltd.**

Last Designation Account Executive

Last Industry Real Estate & FMCG

**Novbember’2007-August’2009 M/s Panchshila Club**

Last Designation Accountant

Last Industry Club & Coop-Society

**October’2002-October’2007 M/s Kapoor Jain and Associates**

Last Designation Accountant

Last Industry Chartered Accountant Firm

**KEY DELIVERABLES**

* Actively involved in statutory compliance of GST & TDS.
* Efficiently handling of Indirect & Direct Tax liability computing i.e. TDS & GST on Monthly Basis.
* Preparation of GST Returns i.e. GSTR-1 and GSTR-3B of group companies on Monthly Basis.
* Reverse charges compliance working of Group Companies Regarding GST on Monthly Basis.
* Reconciliation of GSTR-2Aand GSTR-2B with Books on Monthly and Yearly Basis.
* Preparation of GST Input Tax Credit detail on Monthly Basis and Yearly Basis of Group Companies.
* Preparation of Income Tax Audit Data or Reports Related to GST and TDS of Group Companies& Co-Ordinate with auditors.
* Preparation of TDS Return Data or Reports on quarterly basics as per requirement of Auditors.
* Assist Manager in Calculation of TDS on Salary as per Declaration filled by Employees.
* Preparation of Data or Reports regarding Annual Return of GST as per requirement of management or Auditor’s.
* Compiling information as required dealing with GST SCN and GST Notices as per management.
* Assist Manager in preparation of various financial statements like, Balance Sheet, Profit & Loss statement, Trial Balance.
* Assist in Bank Reconciliation with Bank Books as per requirement.
* Reconciliation of Assured Return to Customer as per CRM Details.
* Preparation of E-Way Bill of group companies.
* Assist in maintained accounting controls and recommending policies and procedures.
* Assist in guided accounting clerical staff by coordinating activities.
* Posted & Processed Payment and Journal Entries to ensure transactions are recorded.
* Handling day to day activities related to group companies as per management.
* Efficiently handling various reconciliation related to accounts and taxation.
* Assist the management in resolving accounting discrepancies and irregularities.
* Perform other tasks assigned by the Management related to Accounts and Taxation.
* Maintaining records related to Accounts & Taxation on regularly basis.
* Advanced Microsoft Excel knowledge including Vlookup, Match, Index, Pivot Table and Other useful Functions.
* Preparation of reports as per management requirement.
* Preparation of Tax Returns, Tax Liability and other compliance regarding service tax before implementation of GST.

**EDUCATIONAL CREDENTIALS**

* **PGDBA** (Finance)

Symbiosis, Pune, (2019)

* **M.Com** (Finance & Accounts)

HP University

* **B.COM**

Delhi University

**COMPUTER PROFICIENCY**

* Package : MS-Office, Word, MS-Excel, Outlook.
* Operating system : Window XP, 7, & 8
* Others : Tally Prime and ERP (FA, Oracle, Marg)

**PERESONAL DETAILS**

* Father’s Name : Sh. Jagdish Singh Negi
* Mother’s Name : Smt. Dayawanti Devi
* Date of Birth : 1st August 1983
* Gender : Male
* Marital status : Married
* Language Known : Hindi, English.
* Notice period : 15 Days
* Salary Expected : Negotiable

**PERSONAL STATEMENT**

* I do hereby certify that all the information furnished above is true to the best of my knowledge.

**(Virendra Singh Negi)**

**PLACE: New Delhi**