

JEET SINGH CHAUHAN

Address: House No -315, E-II Pardhan Enclave Burari, New Delhi -110084

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Career Objective

A highly motivated and results-driven Professional in Accounts and Finance **B.COM** in Finance **from Delhi University** and having more than **15 years of invaluable experience** in General Accounting, Accounts Payable, Accounts Receivable and Taxations.

Professional Skills

Skilled in numerous financial and accounting fields, Expertise in designing and implementing policies systems and procedures with proven ability to achieve financial discipline and enhance the overall efficiency of the organization.

Accounting & IT Skills

Accounting Skills

- Accounts Payable, Accounts receivable,
- Direct & Indirect Tax Payment & Return
- Assets Capitalization & Depreciation,
- Record to Report (R2R Process),
- Goods and Service Tax (GSTR 1 & 3B),
- Bank and Vendor Reconciliation, Bookkeeping,
- MIS and Reporting, Profit & Loss A/c,
- Balance Sheet,
- Fund & Bank Management

IT Skills

- SAP- B1
- Tally 7.2,4.5,5.4,9(Using all its features)
- MS-Office

Professional Experience: -

- Presently working in **Ambe Phytoextracts Pvt Ltd a Manufacturing Unit of Ambe Group of Companies Group of Companies** New Delhi as a Sr. Accounts Executive since April 2015 to till Date.
- Worked with M/s. **Garuda Advertising Pvt. Ltd**, New Delhi (Publishers of Newspaper and Advertising Agency) as an Accountant from 01/01/02014 to 31/01/2015
- Worked with **M/s. PINNACLE INFRAREALTY PRIVATE LIMITED (Building Developers & promoters)** as an Account Assistants from 24/12/2004 to 31/12/2013

Work Experience: -

- **Periodically Review and Controlling of AP/AR/GL:-** Overall controlling and supervision of Bill/Invoice Generation, General Ledger, Accounts Payable and Accounts Receivable management, Terms and Conditions of Payment, their aging analysis, ensuring proper reconciliation of AP/AR/GL and follow-up, timely month end closing etc.
- **Direct, Indirect Taxation and Statutory Compliance: - Deposit** of Online Taxes & Payments, Filling E-TDS Quarterly Returns, GST Monthly/Quarterly Return i.e. GSTR3B and GSTR-1 GSTR-2 etc., Coordination and preparation of reply for Income tax/VAT/GST assessment and appeals. Issuing Form 16/16A to concern party/contractor and salaried employees. Liaoning with concern ITO and Commissioner etc.
- **Monthly review, closer and follow-up** of Accounts receivable, payable and General Ledgers refer to the internal credit limit, policies, and procedure.
- **Audit & Compliances:** Coordination and Assistance of Internal audit, financial audit, Tax audit, routine audit etc.
- **reparation of Balance Sheet and P & L Account** as per Schedule VI with all the statutory compliances, by ensuring adherence to Accounting Standards, Scrutinizing of Ledgers, Trial Balance, and applicability of Indian GAAP.
- **Sales Accounting:** - Credit Control, Payment Follow-up, Ledger Posting, Aging Analysis & Ledger Reconciliation etc.
- **Developing Management Information System (MIS)** reports for top management summarizing the business financial position in areas of Balance Sheet, Profit and Loss Account, Cash Flow and other financial information as and when required.

Personal Information

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|------------------|---|---------------------------|
| ➤ Father's Name | : | Sh. Vijay Singh Chauhan |
| ➤ Date of Birth | : | 31 st Jan 1984 |
| ➤ Language known | : | English, Hindi |
| ➤ Marital Status | : | Married |

Education

- Bachelor of Commerce, University of Delhi, New Delhi, 2005
- 12th, Commerce, New Delhi, 2002
- 10th, CBSE Board, New Delhi, 2000

I hereby declare that the information stated above is true to the best of my knowledge and belief.

Date:

Place: **Delhi**

(Jeet Singh Chauhan)