

CIRRICULUM VITAE

TEJPAL SINGH

B-96 Indra Park, Najafgarh

New Delhi-110043

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Email: tomertp@hotmail.com

OBJECTIVE:

*Aspire for a challenging
Career, will provide me an opportunity to
exploit my skills and contribute meaningfully toward
achievement of organizational objectives.*

ACADEMIC QUALIFICATION

- *B. Com from C.C.S University, Meerut (2001-02)*
- *Inter Mediate From U.P Board, Allahabad (1997-1998)*
- *High School From U.P Board, Allahabad (1995-1996)*

TECHNICAL SKILLS

- *Operating Computer-MS-DOS, MS-OFFICE*
- *Internet & E-mails*
- *Knowledge of Tally Package (4.5 & 7.2)*
- *Operating ERP Software*
- *Operating of SAG Infotech Packages TDS*

WORK EXPERIENCE

- *Currently working with M/s Gracious Express As Account officer*
Period (Nov 2014 to till date)
- *Worked with M/s Lalit Airways Pvt Ltd As Accountant (Dec-2004-Nov-14)*
- *Worked With M/s Deepak Sachar & Associates Naraina New Delhi From Oct-2003 to Dec-2004*
- *Worked with M/s Rajesh Gupta & Co. June 2002-Oct 2003*

JOB RESPONSIBILITIES

1) AUDIT

***Coordination with Statutory and Internal Auditors,
Verification of Voucher and Books of Accounts***

2) ACCOUNTS & FINANCE

- *Handling all Cash/Cheque Transaction Related to Bank.*
- *Maintaining Petty cash deatil, Cheque, Voucher, Day Book, Ledger Etc*
- *Bank Reconciliation Statement/ Debtors & Creditors Reconciliation*
- *Independently preparing all the details Regarding Salary Sheet, Salary Checking, F & F Checking Etc.*
- *TDS/EPF/ESI Deduction & Deposit on a monthly Basis.*
- *Preparation of details for Balance Sheet.*
- *Preparation and checking of all expenses*

Vouchers.

- *Accounting of Fixed Assets.*
- *Aging of Creditors monthly Bases.*
- *Preparation & Accounting of Provisional for Monthly Balance Sheet.*
- *Preparation Details GST & TDS Return.*

3) INCOME TAX

Assisting in Income tax cases and Preparing related details

PERSONAL DETAILS

<i>Father's Name</i>	<i>Karan Singh</i>
<i>Date Of Birth</i>	<i>8th June 1980</i>
<i>Sex</i>	<i>Male</i>
<i>Status</i>	<i>Married</i>
<i>Languages Know</i>	<i>English, Hindi</i>
<i>Salay Expected</i>	<i>Negotiable</i>

Declaration :-

I here by declare that the above written particulars are true

to the best of my knowledge and belief

Place : NEW DELHI

Date:

TEJPAL SINGH