



Curriculum Vitae

CAREER OBJECTIVE

Looking for a stable career in a work-focused and growth-oriented environment, where I can boost my passion to perform, by working independently by applying my knowledge and skills as a CA professional. At the same time, learn new methodologies & improve my existing performances.

ACADEMIC QUALIFICATIONS

YEAR	EXAMINATION / COURSE	INSTITUTION	BOARD / UNIVERSITY	MARKS
2012	Chartered Accountant	The Institute of Chartered Accountants of India		55.0%
2009	B.Com (Prog.)	Vivekanand College	University of Delhi	58.9%
2006	CBSE (12 th Standard)	Vivekanand School, Anand Vihar, Delhi	CBSE	82.6%
2004	CBSE (10 th Standard)	Vivekanand School, Anand Vihar, Delhi	CBSE	75.8%

ORGANISATIONAL EXPERIENCE

DURATION	ORGANISATION NAME	POSITION	BRIEF JOB PROFILE (DESCRIPTION)
January 2023 to Present	Brivan Consultants Private Limited	Manager Finance	<ul style="list-style-type: none">Responsible for Handling requirements of Various Clients like IT, Exports, Business etc.Preparation of Year End Financial Statements (Books of Accounts).Supervision and Checking of Data for Filling GST Returns – GSTR-1, GSTR-3, GSTR-9 prepared by teamHandling and Checking Quarterly TDS Returns filling by team for 24Q, 26QResponsible for Year End Audit of Financials and reviewing books of Clients and taking corrective measures.
Feb 2015 to August 2022	Rostfrei Steels Private Limited	Manager Finance & Commercial	<ul style="list-style-type: none">Preparation of Half Yearly Service Tax, Quarterly TDS Return for submission in respective departments.Working on Letter of Credit (LC) - Opening, Amendment & Discounting papers submission in bank.Preparation of Bank Guarantee (BG) Papers for submission to vendors against payment to be made in future date.Responsible for preparing monthly payrolls of employee.Preparation of Year End Financial Statements (Books of Accounts).

			<ul style="list-style-type: none"> - Maintaining Monthly Stock Statement for submission in bank for purpose of DP to avail from bank. - Monthly Audit of Books of Accounts: <ul style="list-style-type: none"> ➤ Bank Reconciliation ➤ Debtors Reconciliation ➤ Creditors Reconciliation ➤ Returns Filed Reconciliation (Vat, Excise etc.) ➤ Cash Reconciliation - Preparation of MIS for Board of Directors - Preparation of Performa Invoice for Collection of Payment from Clients. - Preparation of Export documents for realization of Exports from Bank against inward remittances received.
April 2014- Jan 2015	Way2Careers,Noida, Eklavya Educators,Gurgaon, NarulaGupta&Co.,Delhi	<i>Freelancer</i>	<ul style="list-style-type: none"> - Filed Tax Returns ; - Prepared Tax, Accounts and other Assignments for both Indian & Foreign students; - Monthly and Quarterly Reconciliation of statements; - Handled Tax Compliances of clients;
Oct 2012 – Sept 2013 (1.0 year)	K.G.Cables Pvt. Ltd., New Delhi, Delhi.	<i>Finance Manager</i>	<ul style="list-style-type: none"> - Prepared LC /BG papers to be submitted in bank. - Period financial analysis; monitoring profitability of various deals; - Prepared and filed Income tax, service tax and TDS returns; - Passing accrual entries, - And satisfying day-to-day ad-hoc financial requirements of stakeholders. - Responsible for preparing monthly payrolls of all employees. - Finalized year -end financial statements.
May 2011 – July 2011 & May 2012- July 2012 (6 months)	R.K.Gill & Co., Daryaganj , New Delhi.	<i>Accounts Executive</i>	<ul style="list-style-type: none"> - Prepared Income tax , TDS and Service tax returns - Prepared Monthly reconciliation statement of various clients. - Internal & Procedural Audit - Tax Audit of some big Indian corporate. - Managing 2-3 audits at same time. Supervising team 4-6 personnel at various client locations.

Apr 2007 – Oct 2010 (3.6 years)	R.K.Gill & Co., Daryaganj, New Delhi.	<i>Article Assistant</i>	<ul style="list-style-type: none"> – Internal & Procedural Audit – Books-closure and accounts finalisation – Year-end financial computation and cash-flow analysis. – Tax Audit – Filing of Income-Tax & TDS returns – Accounting & Reconciliation
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SKILLS & COMPETENCIES

COMPUTER LITERACY	<ul style="list-style-type: none"> ○ Tally – 7.2, 9 & 9ERP, SAP ○ MS Office: proficient in working on Excel, Word, (both 2003 & 2007 version, currently using 2010 version); ○ Various other computer utility programs.
LANGUAGES KNOWN	<ul style="list-style-type: none"> ○ Can speak, read and write – English, Hindi & Punjabi.
EXTRA-CURRICULAR ACHIEVEMENTS	<ul style="list-style-type: none"> ○ Awarded as best student of the year in Class XII ○ Awarded scholarship from Sanskrit Academy, Delhi in Class IX

OTHER DETAILS

PERSONAL DETAILS	<ul style="list-style-type: none"> ○ <u>D.O.B:</u> August 24th, 1988 ○ <u>Marital Status:</u> Married ○ <u>Nationality:</u> Indian ○ <u>Permanent Residence Address:</u> E-377, Greater Kailash -2, New Delhi, Delhi – 110048, India. ○ <u>Permanent Contact Number:</u> +91-9873561143 (Delhi, India) ○ <u>E-mail ID:</u> reshudua24.rd@gmail.com
ACTIVITIES & INTERESTS	<ul style="list-style-type: none"> ○ Teaching / Tutoring ○ Gymining, Yoga ○ Internet Surfing ○ Listening to Music ○ Driving
MOBILITY	<ul style="list-style-type: none"> ○ Ready to work anywhere in Delhi and NCR.

Date:

Place:

(RESHU SINGH)