CURRICULUMVITAE

DEVENDRAKUMARSINGH

# D-609/10, Street No.7A, Ashok Nagar, Shahdara, Delhi-110093.

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**Objective**

I am an achiever and believer in quality work with total sincerity & commitment and looking for a job in an organization which utilizes my skills and abilities in the area of accounts, taxation import and provide me opportunities sorrowing my field.

**Work Experience**

Company Name : Rohit Autowheels Pvt Ltd.

Company Profile : **Automobile Dealership**

Position Held : Accountant.

Duration : January 2022 to current.

## Responsibilities

* TDS detail, TCS detail, GSTR1, GSTR3B, Reconciliation with books vs 2A & 2B.
* Finalization of Balance Sheet.
* Maintaining the books of accounts (Sale, Purchase, Vendor Payment, Routine Exp bills.
* Billing, E-waybill, E-Invoice.
* Receipt, issue and Bank deposits, Payments and reconciliation.
* Filling of vouchers with supporting documents.
* Preparation of Bank Reconciliation, branch reconciliation.

Company Name : **Prime Auto Cars Ltd.**

Company Profile : **Automobile Dealership**.

Position Held : Accountant.

Duration : November2020 December 2022.

## Responsibilities

* Bank reconciliation, Vendor Reconciliation,
* E-Way Bill,
* Preparation of GST detail, Reconciliation,
* TDS detail, TCS detail, Payment.
* Receipt, issue and Bank deposits, Payments and reconciliation.
* Filling of vouchers with supporting documents.
* Branch reconciliation.

Company Name : GRANDLAY ELECTRICALS (India) DELHI.

Company Profile : (Mfg. in Electrical Wire and Cable) Position Held : Accountant.

Duration : January 2015 to November 2020

**Responsibilities**

* **Development weekly Debtors analysis statement (Ageing Report) to check the amount of recoveries.**
* **Calculating the amount of customer’s discounts, overdue interest and commission.**
* Reconciliation of AR/AP.
* GST billing by Tally with inventory, E-Waybill.
* Preparation Detail of Receivable of ‘C’ forms to Parties & sending reminders.
* Stock Maintain in Tally.
* Coordination with Auditors &sort out their queries.
* Responsible for entire Accounting like Sales, Purchase, Journal, TDS Document Management and clerical jobs of the company.
* Preparation of Bank Reconciliation statement on day to basis.

Company Name : Clyde Bergemann India Pvt. Ltd., Noida **(MNC)**

Company Profile : Co.deals in ESP, Boiler Accessories and Drycon Conveyor.

Position Held : Accounts Assistant.

Duration : April2012toJanuary2015.**(3year)**

## Responsibilities

* Maintaining the books of accounts.
* Receipt, issue and Bank deposits, Payments and reconciliation.
* Booking of tour expenses of staff as per company rule.
* Filling of vouchers with supporting documents.
* Preparation of Bank Reconciliation statement.
* Maintain of petty cash book.

Company Name : Brindavan Group of Companies. Delhi.

Company Profile : Various kinds of business (Mfg food item for Aaganwadi.

Restaurant, Import–Export etc.)

Position Held : Accounts Assistant.

Duration : 2008 to2012.**(4year)**

## Responsibilities

* Maintaining the books of accounts.
* Assist to CA for MIS report and other company work.
* Receipt, payment and reconciliation.
* Filling of vouchers with supporting documents.

Company Name : Shyam S.Gupta & Co. Company Profile : **(C.A. Firm).**

Position Held : Audit Assistant.

Duration : April 2006 to 2008. **(2year)**

## Responsibilities

* Assist to CA for finalize books for various company as below.

# M/s Alag Jewelers Pvt. Ltd., M/s Cobra Cables Pvt. Ltd M/s Bafna Industries. Etc.

**Educational Qualifications**

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| --- | --- |
| **Course** | **University/Board** |
| B.Com | D.U.in 2003 |
| 10+2(12thStandard)(Commerce) | FromC.B.S.E.in2000 |

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| **Trainings Obtained** |
| **Training.** | **Conducted by** | **Duration** | **Status** |
| Certificate course in Bookkeeping and Accountancy in 2005. | Pant Poly technic Campus | 1Year | Completed |

**Computer skills**

Microsoft office, Tally PRIME, BUSY.

**Personal Information**

Father’s Name : Late. Sh. Guman Singh.

Date of Birth : 24thApril1982

Sex : Male

Nationality : Indian Languages Known : Hindi, English Marital status : Married

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Place: **Devendra Kr. Singh**

Date: