

Anupam Kumar Singh

Accounts Executive

anupam.singh3195@gmail.com

+917503561093 (M)

#S1, Surya Enclave, Rajendra Nagar, sector- 5,

Sahibabad, Ghaziabad, Uttar pardesh-201005



OBJECTIVE

To contribute my knowledge and skill and take the responsibilities which would help me to build my carrier as well as give my best to the organization. I have realized the importance of being a team player, listening and understanding other and being optimistic and realistic at same time.

More than 6 Six Years experience in accounts and Management.

Current Organization

Rusk Media Pvt. Ltd.

Nature of Business-Digital Media Company having You tube channels (Alright, Binge, hattke, Lit)

Designation: Accounts Executive

From August 2020 to till date (New Delhi)

Key Activity:

- Making invoices for the clients.
- Maintaining all Shoots in records.
- Updating all Shoots related invoice and expenses in Software. (Tally)
- Coordinating with team (producer, site accountant) for correction in budget/actual Sheet.
- Preparing payable sheets for all associate vendors.
- Keeping all accurate bills, expenses and data related to shoots in MIS.
- Updating all Indirect expenses in Software (Tally).
- Deduction & payment of TDS of all invoices (Direct and indirect).
- Bank Reconciliation.
- Debtors / Creditors Reconciliation.
- Handling Bank related work.
- Manging petty Cash.
- GST Return Filing.
- Cheque Making and updating in software.
- Raising PO.

WORK EXPERIENCE

Aksana Fashion Pvt. Ltd.

Nature of Business-Garment Buying House

Designation: HR & Accounts Executive.

From April 2016 to till date (Noida)

Key Activity:

- Processing salary.
- Maintaining all books and records.
- Maintained the record of all income & expenses.
- Making invoices.
- Maintaining MIS report.
- Deduction & payment of TDS of all invoices (Direct and indirect).
- Planning of inventory control, logistics and distribution.
- Bank Reconciliation
- Debtors / Creditors Reconciliation.
- Managing bank related work.
- Preparing 'Export' documents for shipments.
- Issuing of road permit.
- Managing petty Cash.
- GST Return Filing.
- Raising PO.
- Managing client and vendor payments.

Clear Packaging Pvt. Ltd.

Nature of Business- PVC packaging material (Manufacturing Industry)

Designation: Assistant Accountant

From May 2015 to March 2016(Noida)

Key Activity:

- Maintaining all books and records.
- Generating all invoices.
- Planning of inventory control, logistics and distribution.
- Bank Reconciliation
- Debtors / Creditors Reconciliation.
- Issuing of road permit.
- Managing petty Cash.
- Managing all vendor payments and employee salary.

EDUCATIONAL QUALIFICATIONS

Degree/ Certificate	Institution	Year of Passing	Board/University	Marks (%)
B.com	P.K. ROY Memorial Collage	2015	VBU, Hazaribag	58
12 th	P.K. ROY Memorial Collage	2012	JAC	62
10 th	DAV High School	2010	JAC	50

IT SKILLS

- 1.Tally(ERP).
- 2.Busy Accounting Software.
- 3.Ms office.
- 4.Internet Application.

STRENGTHS

- Can Handle Work Pressure.
- work independently.

INTERESTS

Playing cricket, Listening Music, watching movie, car riding.

PERSONAL DETAILS

Date of Birth : 25/12/1995
Gender : Male
Language Known : English, Hindi
Marital Status : Unmarried

REFERENCE

Furnish upon request.