# **Nitesh Kumar Singh**

**Personal Profile:-**

Date of Birth 14th March 1989

Father’s Name Shri Dhurendhar Singh

Current Address C/O SPEEDCRAFTS INFRATECH PVT LTD

Layak Enclave, Sahay Nagar,

Phulwarisharif, Patna-801506

Language Known English, Hindi and Local Language of Bihar

Contact /Mob No. +919386366781

E-mail id 2unksingh123@gmail.com

**Objective:-**

* To work Hard in Hand with juniors and Superiors keeping in mind the growth of the organization and self.
* To work in a highly competitive and challenging work environment.
* To strive towards the constant betterment of the employing organization.
* In the process, work towards the achievement of the goals set for self and development of personal Skills and abilities as well as for betterment of organization.
* I look forward to join your organization where my skill coupled with team spirit and Experience will be an asset and allow me to grow with the growth of the organization.

**Area of Interest:-**

### Any Sector

**CURRENT WORK EXPERIENCE AND PROFILE DETAILS:-**

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| --- | --- |
| **SPEEDCRAFTS INFRATECH PVT LTD** LAYAK BHAWAN, BORING CANAL ROAD, PATNA-800 001  | **Designation :** Assistant Manager  (Finance & Export)**Duration : 1st Jan 2018 to till date** |
| **SPEEDCRAFTS LIMITED**LAYAK BHAWAN, BORING CANAL ROAD, PATNA-800 001  | **Designation :** Assistant Manager (Finance)**Duration :** 16th Aug 2013 to 31st Dec 2017 |

**Work Profile & Responsibilities:-**

* Prepare and file application for Registration of GST and its amendments from time to time and also prepared application of letter of undertaking (LUT) and filed accordingly.
* Prepare reply of GST notice and file to concerned offices either offline or online.
* Prepare relevant statement for filing of GSTR-3B, GSTR-1, and GSTR-9 and duly filed all Returns as required under GST Act by timely.
* Prepare ITC Reconciliation Statement with GSTR-2A on monthly basis and liaising with supplier to file their pending Return.
* Handling Legal Matter of PF, ESI, Central Excise, Service Tax, GST, Civil/Criminal Case/suit of Company.
* Handling a team of labour and worker and also making their payments.
* Knowledge about Central Excise Tariff, Act, Law/Rule and Service Tax Act/Rule as well as GST Tariff, Act, Law & Rule and also aware/update with GST Notifications/Circulars by time to time.
* Prepare Reconciliation of Books of Account and also help Accounts colleague for preparation of Monthly Stock Report and other documents.
* Prepare monthly Sales Statement and making sales reconciliation with Books of Account/ERP Ledger.
* Authorize vendor/supplier Bills along with daily expenses Voucher through AP/GL Module. Checking Cash book on twicly in a month.
* Prepare Letter for Foreign Inward Remittance as well as Outward Remittance against Import/Export of material and also filled Form A1 & A2 along with FEMA Declaration to respective banks.
* Prepare relevant documents for issuance of Inland Bank Guarantee and also prepare draft LC for opening/establishing of Export LC.
* Prepare Invoice, Packing List, Packing Details, Proforma Invoice, Purchase Order, Sales Order and Draft BL with respect to Export Shipment.
* Handling Export LC documents and follows up with Bank in India for advising, confirmation, amendments, negotiation, discounting etc. as required.
* Prepare and file MEIS (Merchandise Exports from India Scheme) application against Export of Goods before DGFT (Directorate General of foreign Trade) for taking Govt. incentive.
* Prepare and file refund Application of GST in case of Export of Goods & services with or without Payment of IGST.
* Negotiate rates with Transporter, Shipping lines, Airlines and Carrier etc. w.r.t. transportation goods.
* Preparing all shipment and Customs-compliance documents in case of Export of Goods and also co-ordinate with Inspection agency for preparation/competition of Inspection report as required for some foreign country.
* Looking daily banking transaction such as Transfer, NEFT, RTGS and Bulk Posting etc. on behalf of company.
* Providing relevant details to Banks by time to time as and when required with respect to any escalation.
* Have sound knowledge of indirect taxation & administration. Preparing MIS reports to facilate better decision-making process.
* Building and maintaining healthy business relations with clients, ensuring maximum customer satisfaction by resolving their queries / grievances as per the quality standards as our company.

**Previous Work Experience and Profile Details:-**

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| --- | --- |
| Drive India Enterprise Solutions Ltd. | Designation **:** MIS Executive (Finance) |
| Duration | Worked since June 2012 to July 2013 |

**Role Description:-**

* Doing monthly reconciliation of book stock and physical stock for inventory accuracy taking care of receipt & dispatch SLA ,Material which comes to warehouse and Issuing Invoices for SO and making Stock Transfer for transferring the goods .
* Doing necessary steps for Insurance claim for short or damage cases.
* Follow up with courier/transporter for proper dispatch of material at final destination within SLA.
* Logistics solution providing for my customers – TTSL.
* Preparation of various MIS reports for customers and for self also.
* Effective resolution of all customer queries, requests received through Mail, Telephone, as per prescribed guidelines & coordination with other circles, business units or distributors for the same wherever required.
* Escalation of complaints to the appropriate level as per the specified process.
* Sending Daily, Weekly & Monthly reports to concerns within timeline.

**Educational Qualification:-**

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| --- | --- |
| Bachelor of Science (Graduation) | 2007 - 2010 (From Jai Prakash University) ---------Aggregate 1st Div. |
| Higher Secondary-Std. XII (Science) | 2005 - 2007 (under B.S.E.B Patna) ---------------------Aggregate 1st Div.  |
| Matric-Std. X | 2005 (under B.S.E.B) ---------------------Aggregate 1st Div.  |
| Professional Qualification | 1. Certified industrial Accountant.[Full Command on Windows 95, 98, 2000, XP][Full Command on MS-Office 2003, 2007,2010] and Ramco ERP |
| Preferred place of Job | 1. Anywhere in India  |
| Hobbies | Listening Music & Song.Introducing with new people. Watching and playing Cricket. |

**Declaration:-**

I believe that the information furnished herein above will suit the requirement of the job calls for me. As an employee with your organization, I would bring a focus on quality & ease of use to your system development. Furthermore, I work well and have optimistic approach in problem solving.

Looking forward to your needful action in this matter and thanking you for your kind co-operation.

**Date:**

**Place: PATNA (Nitesh Kumar Singh)**