**LABH SINGH Vill-Taunsa , Teh- Balachour,**

**Distt- S.B.S. Nagar Nawansehar,**

**+919501512319**

**Labh8794@gmail.com**

**CAREER OBJECTIVE**

**RESUME**

Intend to build a career in an environment with committed & dedicated people, who will help me to explore myself fully and realize my potential and provide me with Professional

Growth. Willing to work as a key player in Challenging& Creative Environment.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Board/University** | **Passing Year** | **College/School** |
| Master of commerce | Punjab UniversityChandigarh | Pursuing | Distance education department basis from Punjab Uni. Chandigarh |
| Bachelor ofCommerce | Punjab University, Chandigarh | 2015 | Government collageBalachaur |
| Senior Secondary | PSEB | 2012 | Gov. Sen. Sec. SchoolBoys, Ropar |
| Matriculation | PSEB | 2010 | R.N.B.G.M. High SchoolBanah Taunsa |

**Experience**

* Have experience of marketing in HDFC Bank Ropar .(July. 2016 to April 2017)
* Currently working in MSFL as Assistant in account department & Despatch From August2017.

**JOB PROFILE IN MSFL**

* **ACCOUNTS PAYABLE**
* Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms.
* Identifying invoices that are overdue or have not been received.
* Making and receiving telephone calls to and from suppliers on a variety of queries.
* Verifying and checking expenses claims.
* Matching invoices to the relevant receipts.
* Printing, stamping and sorting all incoming post on a rota basis via email, external and internal correspondence.
* Setting up vendor accounts and reconciling statements.
* Closing down inactive vendor and employee accounts.
* Keeping track of every transaction and logging details into a system.
* Reconciling intercompany transactions on regular basis.
* **INCOME TAX CALCUTION**
* Answered phone calls and assisted clients with questions regarding tax preparation
* Prepare and assist in preparing simple to complex tax returns for individuals
* Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns
* **MAINTAIN MIS**
* Service register of every month
* Purchase register of every month
* Any other which management required
* **INVOICING**
* Prepare sale invoice ( Finish goods and scrap)
* Filling GST E-bay bill
* **GST**
* Tax confirmation of bills (service bills and purchase bills)
* Verifying the GST number and GST amount on every bill (service bills and purchase bills)
* Arranging data for GST return
* **LC documentation**

**AREAS OF EXPERTISE**

* Preparing invoices
* Invoice processing
* Processing payment runs
* Statement reconciliation

**OTHER SKILLS**

 **Software Tools:**

* MS OFFICE
* ORCALE
* **STRENGTHS AND ABILITIES**
* • Dedicated to work and duties assigned.
* • Good Communication & Presentation skills.
* • Enthusiastic to learn and increase my skills.
* • Good Team Player
* • Possess Leadership Qualities

**PERSONAL INFORMATION**

**Date of Birth :** 8th July. 1994

**Father’s Name :** Satpal

**Mother’s Name** : Surjit Kaur

**Languages Known :** Punjabi, Hindi, and English

**Marital Status :** Unmarried

***I hereby declare that all the information given above is true to the best of my knowledge and belief.***

**Date: Signature**