**KULDEEP SINGH**

**A-64, Vikas Vihar, Chander Vihar New Delhi-110041**

**8800646419 (Mob.)**

kdohit.singh5@gmail.com

**CAREER OBJECTIVE**

To work with an organization that provides me a healthy opportunity to learn, grow and exploit my potential and excel in the area of my skill.

* **ACADEMIC QUALIFICATION**

B.Com (P) from Sridhar University (Rajasthan)

* **COMPUTER PROFICIENCY**

● Operating System Known Windows 98, 2000, XP & 2007

● Packages Known MS- Office (Word, Excel)

Tally 7.2, 9, Tally.ERP 9

● Others Knowledge of Internet, E-mail & Online Tax

Payment

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**EXPERIENCE**

**M/s Guru Kripa Enterprises**

**As an Admin & Accounts Executive from Sept. 2018 to Till Date.**

**JOB PROFILE**

* + Maintain all files with records
  + Bill and Voucher Entry
  + Prepared Vendors Quotations.
  + Handling all purchase orders & execute them
  + Handling field workers team & co operate with them
  + Bank Reconciliation
  + TDS Deduction
  + Operate MS Excel and Word
  + Maintain accounts of various clients in Tally ERP 9.
  + Basic knowledge of G.S.T & prepared summary in Excel
  + Responsible for TDS Challans, & G.S.T Challans
  + Responsible for online payments of TDS, Regular Assessment Tax & Self Assessment Tax.
  + Maintain PDC list weekly basis.
  + Prepared Profit & Loss account in excel monthly basis.
  + Handle petty cash daily basis.
  + Prepared salary sheet & distribute to staff.
  + Maintain stock on monthly basis.
  + Bank reconciliation & credit Card reconciliation
* **EXPERIENCE**
* **M/s Sigma Diagnostics Services**
* **As an Accounts Executive from July. 2011 to Aug. 2018.**
* **JOB PROFILE**
  + Maintain all files with records
  + Bill and Voucher Entry
  + TDS Deduction
  + Operate MS Excel and Word
  + Maintain accounts of various clients in Tally ERP 9.
  + Basic knowledge of G.S.T & prepared summary in Excel
  + Responsible for TDS Challans, & G.S.T Challans
  + Responsible for online payments of TDS, Regular Assessment Tax & Self Assessment Tax.
  + Maintain PDC list weekly basis.
  + Prepared Profit & Loss account in excel monthly basis.
  + Handle petty cash daily basis.
  + Prepared salary sheet & distribute to staff.
  + Maintain stock on monthly basis.

Responsible for recover of due payment from various parties.

* + Responsible for C forms feeding & issuing the same.
  + Knowledge of E way bill systems & generate the same.

**PERSONAL INFORMATION**

## Father Name Sh. Kishor Singh

## Date of Birth 03-09-1990

## Marital Status Married

## Languages Known Hindi, English, Punjabi

Hobbies Reading Books & Listening Music

## 

**Place : New Delhi**

**Date :**

**(Kuldeep Singh)**