**CURRICULUM VITAE**

**PRIYANKA SINGH**

240/16 Block-E

Harinagar Extn. Part-II Jaitpur,

Badarpur, New Delhi

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| ***OBJECTIVE* :** |
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To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

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| ***PROFESSIONAL QUALIFICATIONS:*** |
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* 10th Passed in 2003 from U.P. Board.
* 12th Passed in 2005 from U.P. Board.
* Graduate in 2010 from U.P. (V.B. Singh Purwanchal University)

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| ***EXPERIENCE:*** |

**Accounts Executive March 2019 to March 2020 Logistics Kart India Pvt Ltd Okhla New Delhi**

* Preparing vendor’s payment and vendor’s reconciliation.
* Preparation and recording of journal Vouchers, Expenses Vouchers, Purchase & sale Vouchers in Tally.ERP9 & portal (Logisys)
* Outstanding payment follows.
* Cheques Creating Vender & salary
* Invoices creating sale & Purchase
* Performa Invoice
* Bank reconciliation.
* Word , Excel sheet prepared.

**Accounts Assistant April 2017 to Feb 2019 Kalra Electricals. Lajpat Nagar-4, Moolchand New Delhi**

* Preparing vendor’s payment and vendor’s reconciliation.
* Preparation and recording of journal Vouchers, Expenses Vouchers, Purchase & sale Vouchers in Tally.ERP9 & Busy.
* Outstanding payment follows.
* Salary sheet for end of the month.
* Cheques Creating Vender & salary
* Invoices creating sale & Purchase
* Performa Invoice
* Daily Sale Invoice Create.
* Credit Note Create.
* Bank reconciliation.
* Invoices creating sale & Stock maintains busy software.
* SAP work (Havells India Pvt. Ltd. online

**Junior Accounts April 2013 to Mar 2017**

**RS Solutions India Pandav Nagar, New Delhi**

* Cash handle
* Stock maintain in store (Biometric Attendance)
* Invoicing and payments
* Vendor payment maintain (Cheque & Cash)
* Tally entries & bank reconciliation
* Coordinate with bank

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| ***TECHNCIAL QUALIFICATIONS:*** |
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* Basic accounts course
* Basic computer course (Ms Office, Internet, Work on Outlook)
* Tally ERP 9 from APIC Academy ( BRS, Basic and Advance voucher entry, Billing and
* Payment entries.etc.)

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| ***EXTRA KNOWLEDGE OF COMPUTER*** |

* Internet suffering.
* Work on outlook
* Installation of window
* PDF & Excel files creating in tally

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| ***PERSONAL PROFILE:*** |
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Father’s Name    : Mr. Vinod Kumar Singh

Date of Birth    : January 01, 1988

Religion    : Hindu

Language Proficiency : Hindi and English

Hobbies : Listning music & watching Movies

Marital Status    : Unmarried

Date:-…………….

Place :- **New Delhi**  **( Priyanka Singh)**