

# RESUME

## CAREER OBJECTIVE

To work in a challenging environment where I can apply my theoretical knowledge with practical experience so as to make a meaningful contribution to the organization which can provide wide range exposure and sufficient responsibilities to enhance my knowledge and skill.

## Work Experience: -

- ❖ 3.8 Year Experience in Chartered Accountant Firm.( Branches in Delhi & Lucknow).

### **Bubber Jindal & Co. (Chartered Accountant)**

- Paid Assistant
- October-16 to till Date.

## Types of Assignments:

### ❖ Direct Tax :-

- Conducting Internal Audits of Hal off Sure Limited.
- Preparation and Filing of Tax Audits as per Income Tax act.
- Preparation and Filing of TDS return, TCS Return & Challan.
- E-Filing of Income Tax Returns. (ITR-1 To ITR-6)
- Preparation and Filing of ROC (Annual Filing).

### ❖ Indirect Tax :-

Preparation and filing of:-

- GST Registration
- GST Annual Return(GSTR-9 &GSTR-9C)
- GST Return (GSTR-1 to GSTR-10).
- GST Reconciliation (Books +GSTR-2A) etc.
- Prepare E-Way Bill for Goods transit.

### ❖ Accounting :-

- Prepare Books of Account with TallyERP & Busy Software.
- Preparation & Finalization of Balance Sheet as per Schedule III Company's Act 2013.
- Finalization of Account Payable, Receivable & Ledger Scrutiny.
- Reconciliation of Bank accounts, Debtor, Creditor, and Expenses Account.
- Processing of Advance Tax, Payment/Receipts, & Year ended adjustment of GST, TDS & Income tax in Books of Account.

## Academic Qualification:-

- MBA (Finance) Passing from Dr. A.K.T.U University Lucknow.
- B.Sc. Passed from CSJMU University Kanpur.
- B.Com. From IGNOU University Delhi.
- Diploma (Accounting & Finance) Passing from Saunit academy Kanpur.
- 12th passes from UP Board Allahabad.
- 10th passes from UP Board Allahabad.

## Declaration:-

"I am a self motivated and dynamic team player with the ability to be agile in a fast paced work environment.



## DIGVIJAY SINGH ACCOUNTANT

### PERSONAL INFORMATION

**Phone No:** +91 90128 25746.  
+91 90274 99029.

**Email Id:** digvijay0753@gmail.com

**D.O.B:** 5 July,1996

**Father Name-** Mr. Indal Singh

**Address:** House no 113/3,Sheetal Vihar, Khora Colony, Noida – 201301 UP .

### TECHNICAL SKILLS

- MS-Office, Computax Software
- Tally. ERP. & Busy ERP.

### KEY SKILLS

- Team Oriented
- Flexible
- Integrity and Hardworking, Smart Working
- Goal Oriented

### HOBBIES

- Listening Music