

Shivender Pratap Singh

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Pursuing Chartered Accountancy Course with an MBA and +5 years of experience in accountancy, audit and taxation. Seeking a meaningful and challenging position that enables me to develop myself as a professional and permits scope for advancement.

Work snapshot:

I have worked with and for many concerns having different needs, requirements and responsibilities ranging from record keeping, voucher creation, invoicing, salary calculation, reconciliations, posting, book finalisation, fund management, tax computation to audit, tax return preparation & filing, liasoning with departments, banks, vendors and clients.

Work timeline:

- Jan'19 to Present: **Chief Accounts Officer (PlayfulMinds Enrichment Limited)**
Monitoring day to day accounting & financial operations, tax preparation, audit, banking and other financial needs as necessary. Cash management, looking over TDS, GST & other taxation matter. Preparation and review of MIS & Financial reports. Looking over fund allocation.
- Jan'16 to Jan'19: **Manager Finance (AIM)**
Monitoring day to day accounting & financial operations, tax preparation, audit, banking and other Financial needs as necessary. Preparation and review of MIS & Financial reports.
- Jan'15 to Dec'15: **Sr. Accounts Executive (PlayfulMinds Enrichment Limited)**
Responsible for all accounting operations, handling cash, reports for seniors, weekly MIS for director's & helping in the preparation of Final Accounts.
- Jan'13 to Oct'13: **Account Processor (Staffing Solutions India Pvt. Ltd.)**
Preparation of final accounts of Australian concerns from bookkeeping software data and audit of Simple Funds.
- Dec'11 to Dec'12: **Accounts Head (Voyage Tours And Travels)**
Handling all accounting operations, services tax returns and income tax return preparation and filing.

Training:

3.5 years of Article ship from **M C Maheshwari & Company (Chartered Accountants)**.

Audit of different type of concerns with different prospects and requirement from statues, bookkeeping and preparation of financial reports & audit reports, preparation of annual returns and other forms required for ROC filing.

Preparation of reports for tax departments and filing with them in required forms. Liasoning with departments.

Academics:

- 2017 - MBA Finance (Jaipur National University)
- 2010 - B.Com (University of Allahabad)
- 2007 - XII (Kendriya Vidyalaya)
- 2005- X (Kendriya Vidyalaya)

Certificate:

- EXECUTIVE DEVELOPMENT PROGRAM IN ADVANCED FINANCIAL MANAGEMENT from XLRI Jamshedpur – Jan'19

Personal Details:

- **Father's Name:** Hav. V.P. Singh (Ex-Service Man)
- **Mother's Name:** Smt. Binda Devi
- **Date of Birth:** 10th October 1988
- **Marital Status:** Single
- **Residential Address:** A72, DDA, Garhi, East Of Kailash, New Delhi – 110065.
- **Permanent Address:** 160/4A/1, Sainik colony, Dhoomanganj Allahabad - 211011
- **Language:** English & Hindi
- **Hobbies:** Travelling & Driving.

Date:

Place: New Delhi

(Shivender Pratap Singh)