To,

The Chair Person,

 Dear Sir/Madam,

I sincerely desire to associate myself with your esteemed organization. It would be my earnest endeavor to add value and contribute to the best of my ability and knowledge for the growth of your organization. I firmly believe that an employee’s own prospects and growth depends upon the well being and growth of the organization in which he works.

I enclose my Curriculum-Vitae outlining my experience to date and key skill areas, which I believe are relevant. I would welcome the opportunity to discuss my application with you and look forward to hear from you.

Thanking you,

Yours Faithfully,

Jasveer Singh

**Enclosure**: Curriculum Vitae

**CURRICULLUM VITAE**

R. No. 515, Kulswamini CHS, Bldg No 10, Vasinaka, Chembur, Mumbai – 400074

 **Mobile : 9930690919**

**JASVEER SINGH**



### **WORK EXPERIENCE**

1. 2 Year 9 Month With Parker & Associates. (Jan 2008 to Sept 2010)
2. 1 Year 4 Month with HAWARE BUILDERS (Aug 2011 to Nov 2012)
3. RCL HOMES Since April 2013 ( April 2013 to may 2014)
4. Currently with Jay Jagdamba Stainless Steel Ltd (December 2015 to Till Date)

##### **TOTAL Exp 6 Year**

**Company Audit**

|  |  |  |
| --- | --- | --- |
| **Company** | **Type of company** | **Type of audit** |
| Shahi Shipping | Public Ltd | Statutory |
| IT People technology | Pvt Ltd | Vat |
| Vision industry | Pvt Ltd | stat & tax  |
| Arya shipping | Pvt Ltd | Tax audit |
| Sudal industry | Public Ltd | Internal audit |

**Exposure in Accounts**

**Current Roles & Responsibilities: -**

* Working as Sr. Accountant and supervising Team of accountant.
* Year End Closing of books of Accounts.
* Finalisation of books of accounts in accordance with accounting standards.
* Statutory compliance in accordance with taxation consultant and preparing suitable working
* Coordinate with auditor and resolve their Query.
* Sending party confirmation mails so that GST Compliance can be done.
* Preparing DIC Incentive Working scheme document so that Backward Year Incentive can be claim
* Handle Cost Audit and tax Audit

**Company Accounting:**

* Year End Account Closure
* Preparing Salary Sheet, PT PF working & payment.
* Printing cheques & cash voucher in Tally with supporting
* Daily entry of purchase Bills with supporting Documents.
* Preparing Sales Invoice in accordance with sales Executives.
* Preparing MIS of accounts receivables and forwarding to marketing

 Team for recovery.

* Handling Banking matters & Loan accounts interest.
* Co- ordinate with External Accountants & Auditors.

**Taxation:-**

* GST Working through Excel, GST Filing Online, GST Reconciliation.
* TDS Working, TDS Payment, TDS Return, TDS Reconciliation.
* PT Payment.
* GST Registration, GST Returns
* Preparation & Filling Of Form 231, 232 of vat with sale tax Dept.
* Service tax Scrutiny
* Sales tax related scrutiny.
* Income Tax related work, Filing Income Tax Returns.

### COMPUTER PROFICIENCY

Knowledge in Microsoft Office ,Tally , C ++, Sensys e-Tds Software, ERP- Oracle

### PERSONAL DETAILS

Fathers Name : Raghuvir Singh Gahalot

Marital Status : Single

Hobbies: Playing Football And Listening Music.

Linguistic Proficiency : English ,Hindi, Punjabi

E—Mail Id : j.gahalot@gmail.com

# EDUCATIONAL QUALIFICATION :

|  |  |  |
| --- | --- | --- |
| **Std** | **BOARD /UNIVER** | **PERCENTAGE** |
| S.S.C | Maharashtra | 56.55 % |  |
| H.S.C | Maharashtra | 55.62 % |  |
| T.Y. B. COM | Bombay | 50.61 %  |  |
| PEE –II | ICAI | 55 % |  |
| Final CA | First group passed appeared for second group |  |

Date :

Place :Mumbai