

**VIKRANTSINGH**

**MOH. KAVINAGAR, NEAR SOOD HOSPITAL KASHIPUR(U.S,NAGAR) UTTARAKHAND**

**Mobile:**7088328440, **E-mail:**CAAMAN372@GMAIL.COM

**Career Objective**

To work in a firmwith a professional workdriven environment where i can Utilize and applymy knowledge, skill which would enable me as a fresher To grow while full filingorganizational goals.

**Academic Qualification**

ÿ High school passed for Uttarakhand Board,Ramnagar in 1st division.

ÿ Intermediate passed for Uttarakhand Board,Ramnagar in 1st division.

ÿ B.com passed for Kumaun University,Nainital in 2016.

ÿ M.com passed for Kumaun University,Nainital in 2018.

**Professional Qualification.**

 Chartered Accountant( CPT) passed by (ICAI).

Certificate of Orientation Programme in Chartered Accountancy.

**Experience**

Worked in **Friends Glass & Glazing Pvt Ltd,**Mahuakhera Ganj, Kashipur as a Account Assistant during 2018.

Worked in **KAILASHIDEVI PULPS & PAPER PRODUCTS**, KUNDA, Kashipur as a Accountant in 2019 January to till now.

**OfficeTools** MS Office (MS Excel, Word, MS Power Point).

 **ERP Knowledge**  TALLY ERP 9 ,BUSY AND S.A.P

**Skills**

**GST RETURNS PREPAIR & FILLING GSTR-3B AND GSTR-1,9 & 9C**

**GST RECONCILIATION, CHALLANS, RCM, ETC**

**KNOWLEDGE OF INCOME TAX LIKE TDS,TCS, ADVANCE TAX**

**PREPAIR STOCK STATEMENT FOR BANK**

**MAINTAIN BANK AND RECONCILIATION ON DAY TO DAY BASIS**

**DATA ENTRY LIKE STOCK , VOUCHERS ENTRY (RECEIPT AND PAYMENT)**

**KNOWLEDGE OF PURCHASE AND SALES BILLS WITH TDS AND TCS**

**DEBIT NOTE AND CREDIT NOTES**

**KNOWLEDGE OF SALES TAX CASES ETC**

**KNOWLEDGE OF DEBTORS AND CREDITORS RECONCILIATON**

**Associated with seniors & C.A for Trial Balance, Manufacturing Accounts, P&L, Balance Sheet**

 **Knowledge of Store Supervisor**

**Personal Profile.**

Name : Vikrant singh

Father’s Name : Lt.ShriMitraPal Singh

Date of Birth : 02/07/1996

Permanent address : Moh.kavinagar,near sud

Hospital , Kashipur

Marital Status : Unmarried

Languages : Hindi &English

Gender : Male

**Declartion.**

In the end I assure you ,I found an opportunity to serve under your kind control , I pay my best attention to my work at the entire satisfaction of yourself.

Thanking you. Place :

Date:

VIKRANT SINGH