



Suchitra Singh

Senior Accountant

Profile

Experienced and dedicated Senior Accountant, bringing forth several years of valuable industry experience and a commitment to providing a variety of financial and analytical review services to company departments and clients. Adept in ensuring compliance with accounting principles and federal and state regulations.

Employment History

Accounts Assistant at Sakshi Print 'n' Pack, New Delhi

April 2014 — July 2018

- Controlled daily input of ledger activities and closing of general ledger each month.
- Prepared accurate quarterly and annual statements.
- Conducting cost audit and maintain cost accounting records of various companies.
- Conducting internal audit work of companies.
- Maintaining and filling compliance report of company.
- Coordinating, facilitating and resolving all taxing authority inquiries and audits.
- Pay all type of payments and taxes through online or offline before due date.
- Maintaining excise register like PLA register, CENVAT credit register and production register with excise.
- Billing and maintaining exports sale compliance (H – form) detail.
- Posting of invoice bill, purchase bill, voucher, banks entries etc. in tally 9.
- Doing the work on excel & word.
- Manual and system reconciliations of the all banks account.
- Maintaining and reconcile stock, bank and debtor on monthly basis.
- Collections of payments from debtor on due dates and make follow up with them.
- Prepare MIS report on daily basis for sale and day book.

Senior Accountant at Rda Print Pack, New Delhi

July 2018 — Present

- Responsible for analysis of monthly, weekly and daily sales; managing monthly accounting activities and transactions of revenues and expenses.
- Responsible for stocking & analyzing purchases on monthly basis.
- Perform financial analysis of monthly and quarterly activity.
 - Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements i.e. Income tax , Gst , Tds/Tcs.

Details

+91 9958245151

suchitra296@gmail.com

Skills

Time Management

Leadership

Adaptability

Ability to Work in a Team

Communication Skills

Financial Analysis

Financial Reporting

General Ledger

Effective Time Management

Hobbies

Listening music & Writing.

Languages

Hindi

English

Bhojpuri

Punjabi

- Responsible for audits of books of accounts & make full support to auditors in duration of audit.
- Responsible for GST return & their compliance's.
- Prepare periodical profit & loss statement on projected or actual basis and certain profit & loss each .
- Gst reconciliation & filling of annual report Gstr-9 & other Annual returns.
- Prepared annual audited financial statements.
- Worked closely with other departments and worked to solve complex accounting problems.
- Provided comparative analysis of Actual results vs. Forecast throughout the year.

Education

LLB*(Final year), Indraprastha Law College, Greater Noida

November 2019

Specialization in Taxation & Legal Corporate Laws.

B.com, University of Delhi, New Delhi

2013 – 2016

High School (12th), CBSE, New Delhi

2012 – 2013

Matric (10th), CBSE, New Delhi

2010 – 2011

References

References available upon request