**CURRICULUM VITAE**



**SANDIP KUMAR SINGH E-mail:**[**singh08sdp@gmail.com**](mailto:singh08sdp@gmail.com)

**PROFILE SUMMARY**:

* 10 years and above of experience in Financial Accounting, Planning & reviewing accountable data.
* A keen analyst with a distinction of reviewing, investigation and correcting errors and inconsistencies in financial entries & documents
* Skilled in handling audit assignments, pivotal in collating and validating inputs required for audits and sharing the same with the audit team, coordinating for queries raised by auditors and successfully completing audits within agreed time frame.
* Day to Day maintain accountable activities

**AREAS OF EXPERTISE:**

* Planning and executing monthly/quarterly/annual closure schedules, providing monthly financial statements
* Controlling and maintaining fixed assets, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value.

**EMPLOYMENT DETAILS:**

**20th July, 2020 to continue……with “Apollo Clinic” Ranchi (Jharkhand) as a post of Sr. Accountant**

\* Maintain Cash and bank transaction on daily basis

\* Verify the bills and vouchers and entry in ERP Tally

\* GST return file, TDS related work etc.

\* Monthly biometric attendance details of staffs and prepare salary of employees on monthly basis.

\* Reconcile accounts monthly to ensure accurate reporting and ledger maintenance

\* Prepare financial statements and regulatory reporting documents

\* Prepare documentation for Auditors and finalizing of accounts

# 2nd April, 2008 to 15th July, 2020 with “Apparel Training & Design Centre” Ranch

# (Jharkhand) as a post of Sr. Accounts Assistant

* **Accountable for the:**
  + Maintenance of cash and bank books
  + Preparation of vouchers and entry in ERP Tally
  + Verify the bills, arrangement and sending vouchers along with bills to NHO timely
  + Entry in Prasora Portal related to course fee, receipt, uploaded candidates details inportal
  + Prepared necessary documents for NSFDC,NSKFDC, NBCFDC,JSSCDC,RECL and state sponsored agency etc. candidates regarding course fee and verify & calculate trainees biometric attendance for stipend as per the sanctioned letter of SponsoredAgency
  + Monthly biometric attendance details of staffs and prepare in excel format for leave details regarding salary of employees and Guest Faculties on monthlybasis
  + Properly maintain course fee register, Money Receipt, Fixed Assets Register, files of official papers
  + All document prepared as and when required by NHO – AccountsDept.
  + Prepare different data in MS Excel & letter drafting
* **Administrational for the:**
* General Administration of Ranchi HUB & and its skill camps
* Prasora Portal entry and Trainees Data Management
* Biometric and CCTV monitoring and maintenance on daily basis
* Looking after repair and maintenance of centres, shifting and relocations of machines

**2nd May, 2003 to 16th August, 2004 with “B.S. Sahay & Co.” Chartered Accountant, Dhanbad (Jharkhand as a post of Audit Assistant**

**KEY RESULT AREAS:**

* **Responsible for the:**
  + Maintenance of books of accounts of the clients
  + Conducted annual audit of NGO &CCL
  + Involved in the maintenance of inventory register which involved inventory valuation report
  + Provided the reports related to the discrepancy in trial balance

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Matric | C.B.S.E. | 1994 | 54.80% |
| * 10+2 | C.B.S.E. | 1996 | 60.80% |
| * B.Com.(Hons.) | Vinoba Bhave University | 2000 | 58.62% |
| * MBA (Finance) | Karnataka State Open University | 2015 | 74.08% |

**PROFESSIONAL QUALIFICATION:**

* Diploma in Computer 1999
* Typing (English) 1999
* Financial Accounting 2002

Package (Tally)

# PERSONAL DETAILS:

Father’s Name : Ram Vijaymal Singh

Date of Birth : 10th September, 1978

Nationality : Indian

Marital Status : Married

Correspondence Address : C/o Sri Kumar Manoj, At – Lower Panchvati Puram, Bariatu Road,

P.O. – R.M.C.H, Ranchi (Jharkhand), Pin- 834009 Mob. No. – 9308793360, 7717764458

PermanentAddress : At – Babudih, P.O. – B. Polytechnic, Dist. –Dhanbad,

(Jharkhand), Pin- 828130

**Declaration** :

I hereby declare that the above particulars are true to the best of my knowledge and belief and in case they are found false, my candidature shall be liable to be rejected.

Date: Signature of Candidate

Place: