

Kishan Singh

Mobile: 8777699917

E-mail: kishansingh8881@gmail.com



An accounting officer, I have gained extensive experience in managing financial records, analyzing financial data, and preparing financial statements. I have worked on reconciling accounts, preparing tax returns, and ensuring compliance with accounting regulations. My attention to detail and ability to work effectively in a team have helped me to consistently deliver accurate and timely results.

SYNOPSIS

Determined to achieve the goal of my Organization through Sincere Hard Work & Professionalism and active participation, Knowledge Sharing.

PROFESSIONAL DETAILS

Vauras Advisory Services Pvt. Ltd

Job Profile : Accountant Cum Payroll Executive [Jan 2024 to Till now]

- ⇒ General Accounting: - Maintaining Financial records by entering and verifying transactions.
- ⇒ Accounts Payable & Receivable: - Process invoices, Payments & Receipts in a timely manner.
- ⇒ Bank Reconciliation: - Perform regular bank reconciliation.
- ⇒ Payroll: - Preparing salary sheet, Reporting payroll related entries, Timely disbursement, Making PF & ESIC Challan.
- ⇒ Financial Reporting: - Preparation of Financial statements such as Balance sheet, P&L, Cash flow.
- ⇒ Taxation and Compliance: - Filling of GST, TDS, P. Tax and other statutory returns.
- ⇒ Audit Support: - Support the finance team during Internal and External Audit.
- ⇒ Team Collaboration: - Work closely with other department, especially operations, to streamline accounting process.

Laha N Vinisha Advisory

[Aug 2021 to Sept 2023]

Position : Junior Accountant

The Accountabilities:

- ⇒ Bank Reconciliation: - Perform regular bank reconciliation.
- ⇒ Taxation and Compliance: - Filing ITR(Individuals), GST returns
- ⇒ Preparing Balance Sheet & P&L Accounts

Imerit Technology Services Pvt. Ltd

[May2021 to Nov2022]

Position : ITES Executive

The Accountabilities:

- ⇒ Work in GULP
- ⇒ Handling G-Sheet

ACADEMIA

- ☐ B. Com from Calcutta University in 2022 with 73%
- ☐ Higher Secondary from W.B.C.H.S.E. (2019) with 76%
- ☐ Matriculation from W.B.B.S.E. (2017) with 50%
- ☐ Cleared CMA Inter-Group 1

IT SKILLS: MS Word, Excel, Tally ERP-9 Tally Prime, PF & ESIC, P.Tax Filing ITR, GST.

PERSONAL DETAILS

Date of Birth : 07 August 2000

Address : South Ananda Pally Kolkata-700093