# CURRICULUM VITAE

**Prince Singh** **Senior Accountant**
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Self motivated individual processing, good communication and public relation skill to work in professional and competitive environment to achieve the organization goal and enhance individual learning.

## Key Functional Areas

To obtain a challenging position as a Senior Accountant where I used all type of accounting skills as under:

- Preparing all types of sales Normal & E-Invoices (material and servicing invoices).
- TDS, Income tax, EPF, Balance Sheet.
- Reconciliation Statement-Bank, Debtor, Head Office & Branch Office.
- Bill payments and follow up and raising the alarm in time.
- Management if any bill exceeds its credit limit as defined.
- Ledger security, Accounting & Book writing.
- Purchase and Sales order processing.
- Monthly Check Debtors & Creditors list.
- Vouchers — Sales, Purchase, Journal, Receipt & Payment.
- Debtor and Creditor, Cash Book maintenance on Daily basic.
- Payment of TDS on timely basis and preparing return also
- MIS Report and Salary Sheet.
- Working knowledge of IMPORT/EXPORT Documentation.
- Ability to coordinate import & export department for payment and shipment.
- Possess good organizational and management skills, hard working with a quest to learn new technologies. A good team player capable of working in-groups as well as independently.

## Computer Skills

Tools and Technologies Used : Extensive knowledge of Tally Prime, PACT & Marg Accounting Software

Microsoft office (Word, Excel, Power Point, Outlook), CorelDraw, Photoshop

- Familiar with Windows.

**Key Roles & Responsibilities**

- Responsible for GST Tax, TDS, Income Tax and all types of Accounting work and preparing all types of sales invoices (material and servicing invoices).
- Maintenance of books of accounts Sale, Purchase, Receipts, Payment, Daily Book Keeping, Voucher Entries, Party Bills checking, Debit Note, Credit Note, Reconciliation of Party Statements & Confirmations, Coordination with various teams for clearance and settlement of Inter-Unit receivables and payables, RTGS Payments, Clearance of old recoveries & settlement of advances, EPF, ESI, Balance Sheet Preparations, Processing of expenses bills, reimbursements & adjustment imprest accounts.
- Reconciliation of Bank Statement. & Maintain FD Account.
- Maintain Loan Receivable & Payable A/c.
- Making vouchers for bank transactions.
- Inter Companies funding through Cheques, RTGS, NEFT etc.
- Monitoring & Controlling TDS matters including deduction of TDS (Contractor, Professional, Interest, Rent, and Commission) & timely deposit.
- Issuing TDS Certificates & preparation of E- TDS Return up to filling.
- Reconciliation of Parties Statements & Making outstanding statement of Receivable & Payable.

**Education**

Bachelor Degree B.Sc IT from Makhanlal University Bhopal with 65%
Master Degree (MCA) from RGPV Bhopal With 86%
High School from Kendriya Vidyalaya Satna M.P.

**Employment Scan.**

- Organization Name: Srija Agri Genetics Pvt. Ltd Hyderabad

Designation : Senior Accountant. Duration : From Aug 2025 to Continue

- Organization Name : Positive Flexo pack Pvt. Ltd. Hyderabad

Designation : Accountant. Duration : From May 2023 to Aug 2025

- Organization Name : Shri Geeta Sacks Pvt. Ltd. Hyderabad

Designation : Accountant. Duration : From April 21 to May 2023

- Organization Name : VSK Pharma International, Hyderabad

Designation : Accountant. Duration : From April 2019 to March 2021

- Organization Name : AKS University Satna

Designation : Administration.Duration : From Oct 2015 to Apri 2019

**Certification & Training**

Six month training of ASP.net of Website designing in 2015

**Personal Vitae**

Date of Birth : 21 Aug 1989
Gender : Male
Marital Status : Married
Languages Known - : Hindi, English
Nationality Indian
Strengths : Hardworking, Self-motivated, Sincere and Confident
Interest & Hobbies: Playing cricket, traveling, reading books & listing music.

**About Myself:**

I solemnly affirm that the particulars given above by myself are true to the best of my Knowledge and belief.

Date

Place : Hyderabad