



## **Deepak Singh**

Account Executive

Mumbai

### **Summary**

Account Executive with 6+ years of experience in various organization and different accounting and finance department. Seeking a position in the Accounts and Finance background where extensive experience will be further developed and utilized. Accomplished as well resourceful executive with comprehensive knowledge in Accounting and Taxation. Wishes to be a successful Professional and use education for complete development of organization.

### **❖ Experience**

#### **1. Believe Digital Private Limited - 26/07/2019 to Present**

Account Executive  
Mumbai,  
Maharashtra, India

### **Roles and Responsibility**

#### **➤ Accounts & Revenue Management**

- Recovery of all receivables as per agreement with them.
- Customer and vendor ledger reconciliation.
- Preparing SOP for smooth accounting function.
- TDS Reconciliation on Quarterly basis.
- Preparing GST working as per the Act.
- Preparing TDS Working & making its payment.
- Ensuring TDS Quarterly Return.
- Ensuring timely filling of GSTR 1 & GSTR 3B.
- GSTR 2A Reconciliation on monthly basis.
- Review of Employee data received from HR for monthly reimbursement of Travel, Telephone, Internet and sending same for payment-to-Payment department.
- Coordination with Chartered Accountant for statutory audit, Tax audit, company annual Returns.
- Ensuring Accrual & Prepaid Working is done & entry is passed in Sage.
- Ensuring Income Deferment working & entry passed in Sage
- Ensuring Bank reconciliation is done in sage on weekly basis.
- Ensuring smooth weekly vendor payment from Sage.
- Preparing & Circulating Finance calendar to team.

#### **➤ MIS & Analysis**

- Analyzing revenue and expense summary.
- Ensuring all expenses is booked.
- Preparing Cash Flow statement on monthly basis.
- Calculating variance for FD Interest.
- Preparing debtor & Creditor ageing.

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### **Top Skills**

- Accounting
- Problem Solving
- Analytical Skills
- Strong Decision Making
- Business Acumen

### **Tools and Technologies**

- Tally ERP.9
- Sage
- TCS iON
- Ms Office
- Ms Word
- Ms Excel
- Ms Power point
- Ms Outlook

### **Certification**

- Information Technology conducted by ICAI

### **Languages Known**

- English
- Hindi
- Marathi

### **Forte**

- Good Communication skills
- Analytical skills
- Number Crunching ability
- Adaptable to Change

### **Other Personal Information**

**Date of Birth**- 22<sup>nd</sup> Mar 1993

**Marital Status**- Single

**Nationality**- Indian

**Address**- G-3, Gopal Krishna Kunj,  
Patankar Park Road, Nallasopara  
west.

## **2. Euro Panel Product Private Limited July-2018 to July-2019**

Account Executive  
Mumbai,  
Maharashtra

### **Roles and Responsibility**

#### **➤ Accounts & Revenue Management**

- Customer and vendor ledger reconciliation.
- Review of data received from various regions.
- GSTR 2A Reconciliation on quarterly basis.
- Review of Employee data received from HR for monthly travelling and reimbursement and making payment of the same.
- Coordination with Chartered Accountant for statutory audit, Tax audit, company annual Returns.
- Ensuring all expenses is booked.
- Preparing and analyzing accounting records and financial statements reports (Tally ERP.9) AND TCS IONE.
- Preparing and checking of E-way bill.
- Maintaining Director Personal Accounts and filing of income tax return  
Interacting with internal and external auditors in completing the audits.

## **3. BHARAT K MAJITHIA & CO April-2015 to June-2018**

Account & taxation  
Executive Mumbai,  
Maharashtra

### **Roles and Responsibility**

- Handling Receivables and Payables (Including Foreign Vendors)
- Preparing & filing of Income Tax return
- Manage and review day to day entries in Tally ERP9.
- Prepare monthly, Quarterly MIS Reports for management purpose.
- Handle statutory payments VAT, TDS, Excise and Service Tax.
- Follow-up for outstanding trades & non payments.
- Preparing & Filing of GST Return.
- Maintain cash book & Bank book with reconciliation.
- Finalization of Accounts
- Carrying Out Tax Audit U/S44AB.
- Finalization of 1<sup>st</sup> Draft of Balance Sheet.

❖ **Professional Qualification**

<b>Course</b>	<b>Board/Institute</b>	<b>Year of Passing</b>	<b>Percentage</b>
Certificate in Business Basics	The ICFAI University Tripura	Feb-2018	Certificate Course.

❖ **Educational Qualification**

<b>Course</b>	<b>Board/Institute</b>	<b>Year of Passing</b>	<b>Percentage (%)</b>
Bachelor of Commerce	Mumbai University	2013	63.00 %
Higher Secondary Certificate	Maharashtra State Board	2010	55.00 %
Secondary School Certificate	Maharashtra State Board	2008	68.00 %

**Notice Period: -** (30 Days)

**Acknowledgement**

I here-by state that all the information mentioned above are true and best to my knowledge.

**Deepak Singh**