

## **Aklesh L. Singh.**

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### **Career Objective:-**

To excel professionally in inspiring environment of growth oriented organization that allows me to growth both professionally as well as individually. To secure a Job in reputed firm where I will get the opportunity to work in a challenging environment and make significant contribution to the organization.

### **Qualification:-**

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<b>B COM</b>	from RTMNU Nagpur	2008
<b>HSC</b>	from Nagpur Board	2002
<b>SSC</b>	from Nagpur Board	2000
<b>MBA</b>	<b>MIBM</b>	2020

### **Career Highlights:-**

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Nearly 15+ years of experience in Accounts and Finance as well as Budgeting, Fund Management & Taxation. Other Departmental exp also such as store, purchase & logistics.

- ❖ **Agrosquare Private Limited Since 27 Feb 2020 to Till date. as a Sr. Accountant.**

### **Company Profile:-**

Farmico Commodities Pvt. Ltd. Is unit of WADHWANI GROUP established in year 2006 Situated at Nagpur, India. The company strives for being boundless in the field of International and domestic Trading. The Main activities of the company consist of Import, Exports and trading of Food stuff such as Spices, Nuts, Fruits, Processed Fruits, Organic Food, Food Grains, and Pulses, respectively. Our company deal in wide range of products like Almond, Blue Berry's, Cranberry's from USA, Raw Agarbathi, incense sticks, joss powder, wood powder from china and Vietnam, Poppy Seeds, Oregano, Thyme & Figs from Europe, Cassia from China, Dates, dried ginger, Cashews, Cloves & Long Paper from Dubai, France, and Sri Lanka, , Paste& Sauces from South Africa. Etc.

We deal in array of products sourced from across the globe where the approach is "Customer centric" in order to achieve ultimate satisfaction of the customer. Our Point Of Sale is Wholesale market and Retail Distributors across India.

**Agrosquare Private Limited Since 27 Feb 2020 to Till date. as a Sr. Accountant**

### **Functional Area:-**

- Finalization of Balance Sheet, Profit & loss A/C.
- Cash flow Statement
- Calculation/preparation of TDS, Profession Tax, GST Return ( GSTR1 & GSTR3B).
- Verification of Stock & Asset Audit.
- Coordinate with Auditor.
- Reconciliation of Vendor/Customer, Inter Branch.
- G/L scrutiny, Accounts closing (Quarterly & Annually).
- Bank Reconciliation Statements & Intercompany Reco. in **SAP & ERP 9.**
- Accounting Entry, JV, Bill processing (including Taxation) & Payment (Vendor & Customer).
- Daily Wise cash book update.
- Preparation of Bank Stock statement, FFR-1, FFR-2
- Preparation of Fssai Return
- GST Annual Return

- ❖ **Associated with SMS LIMITED (Formally Known as SMS Infrastructure Ltd.) Since Nov - 2009 to 10.02.2020 as a Sr. Accountant.**

### **Company Profile:-**

Since the years of its existence. SMS has grown to become one of the largest infrastructure companies in Central India managing the work professionally even though it is closely held. SMS has been expanding its presence across the country and abroad and is today present across more than 10 cities in India having branch offices and various site offices together with an employee base of over 1300. We are among the first 500 unlisted companies in the country in terms of turnover.

- ❖ **Project: - 2 Lane Road Project Near Nagpur, Since May-2018 to 10.02.2020, as a Sr. Accountant.**  
**(Working For Client Name) National Highway Authority of India Ltd.**

### **Functional Area:-**

- Finalization of Trial Balance, Profit & loss A/C.
  - Cash flow Statement
  - Calculation/preparation of TDS, Profession Tax, GST & SAC.
  - Verification of Stock & Asset.
  - Co-operation with Auditor.
  - Vendor/Customer Reconciliation.
  - G/L scrutiny, Accounts closing (Quarterly & Annually).
  - Bank Reconciliation Statements & Intercompany Reco. in **SAP**.
  - Accounting Entry, JV, Bill processing (including Taxation) & Payment (Vendor & Customer).
  - Daily Wise cash book update.
  - STO Clearing up to date.
- ❖ **Project: - ONGC Nada Project in Bharuch, Gujarat, Since March-2010 to April-2018, as a Sr. Accountant.**  
**(Working For Client Name) oil and natural gas corporation limited Gujrat.**

### **Functional Area:-**

- Claim Processing RA bill from Oil and Natural Gas Corporation Ltd. (ONGC)
  - Finalization of Trial Balance, Profit & loss A/C.
  - Cash flow Statement
  - Calculation/preparation of VAT, CST, TDS, Service Tax, Profession Tax, Central Excise.
  - Verification of Stock & Asset.
  - Co-operation with Auditor.
  - Vendor/Customer Reconciliation.
  - G/L scrutiny, Accounts closing (Quarterly & Annually).
  - Bank Reconciliation Statements & Intercompany Reco. In ERP.
  - Accounting Entry, JV, Bill processing (including Taxation) & Payment (Vendor & Customer),
  - Other departmental work also done such as purchase, store, administration & logistics.
- ❖ **Project: - Pedhi Dam Project in Amravati, Since Nov-2009 to Feb-2010 as a Sr Accountant.**  
**(Working For Client Name) Vidarbha Irrigation Development Corporation (M.S)**

## **Functional Area:-**

- Claim Processing RA bill from Pedhi Dam Project. (VIDC)
- Finalization of Trial Balance, Profit & loss A/C.
- Cash flow Statement
- Calculation/preparation of VAT, CST, TDS, Service Tax, Profession Tax, Central Excise.
- Verification of Stock & Asset.
- Co-operation with Auditor.
- Vendor/Customer Reconciliation.
- G/L scrutiny, Accounts closing (Quarterly & Annually).
- Bank Reconciliation Statements & Intercompany Reco. in ERP & MBF Menu.
- Accounting Entry, JV, Bill processing (including Taxation) & Payment (Vendor & Customer),
- Other departmental work also done such as a Attendance, Salary, OT Preparation & Administration Area.

## **Work of Areas Covers:-**

### **Accounting**

- Preparing monthly Bank Reconciliation and Term Loan Balances Report.
- Handling Accounts Payable-ageing of creditors/Payables, releasing the payments as per terms/conditions.
- Voucher entry of Salary, payment of PF/PT and maintenance/Reconciliation of Accounts with challan
- Payment of Foreign Remittance, Voucher checking of USD Exp.

### **Taxation**

- Preparing TDS Returns, Income Tax related work.
- Working & Maintain on VAT and Service Tax record.
- Coordinating with different branches/centers.
- Reconciliation of TDS record with books of accounts.
- Issuing of TDS certificate from TIN-NDSL portal.
- Voucher entry of Salary, payment of PF/PT and maintenance/Reconciliation of Accounts with challan.

**A. Associated with “Mini Iron & steel Pvt Ltd.”, Nagpur, Since Sep-2006 to Nov-2009 as a Purchase & Store in charge.**

## **Functional Area:-**

- Purchasing process & control Record.
- Purchasing information: - Shall describe the product to be Purchase, including where appropriate.
- Verification of purchased product.
- Entering respective ledgers for record.
- Entering respective ledgers for record.
- Issue material to concern department.
- Handling E.R.P. Software for all documentation.
- An ISO 9001 – 2000 Work handle, conduct and take internal audit.

**B. Associated with “Plasto containers ( I) Pvt. Ltd.”, Nagpur, Since June-2005 to August-2006 as a Purchase & Store in charge.**

**Functional Area:-**

- Purchasing process & control Record.
- Purchasing information : - Shall describe the product to be Purchase, including where appropriate.
- Verification of purchased product.
- Entering respective ledgers for record.
- Entering respective ledgers for record.
- Issue material to concern department.
- Handling E.R.P. Software for all documentation.
- An ISO 9001 – 2000 Work handle, conduct and take internal audit.

**IT Skill**

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- MS-Office (MS Excel).
- Word, Power Point.
- Tally 6.3,7.2,8.1,9 ERP 9,9.1,
- ERP Module.
- Knowledge of **SAP**

**Personality Strengths**

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Sincerity, hard working nature, convincing power and leadership qualities.

**Personal Information**

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Date of Birth : 06 Dec 1982.  
Marital Status : Married  
Languages Known : English, Hindi, & Marathi.  
Relocate : Ready to relocate anywhere in India  
**Pass Port No. : U1428919**