

Ganga Singh

mko.ganga@gmail.com

08th Aug, 1972. (9781391142)

Present Assignment

From Dec-2019

Asstt. Manager-Accounts

Joshi Ventures Pvt Ltd-Chandigarh

Bank Reconciliation daily basis, Maintaining accounts on Tally Prime
Responsibility for Checking Cash in All Location, Checking cash vouchers,
Verifying Purchases Invoices as well as rate etc complete in all respects, Payment to Vendors etc.

Experience

Accountant

Jan, 2005 to Nov-2019

M K Overseas Pvt. Ltd- Derabassi.

An food Processing Plant

- ❖ Maintaining books of Accounts on Tally ERP 9 for day to day transactions and intimate to management regarding accounts payable, dues of Petty Expenses, Vender payments, Live Stock suppliers Payment.
- ❖ Prepare GST data for GSTR 1, GSTR 3B Returns monthly, TDS liability on contractors & services.
- ❖ Ensuring day to day Payments to vendors, ageing for dues receivable/payable. Preparing of documents related to ILC (Bank), and manages to goods dispatch with in stipulated time period to consignee as per LC terms.
- ❖ Manage to make the payments by RTGS/ NEFT, remittance of ILC, Process Bank Guarantees to Govt. Authorities.
- ❖ Finalizing of month end statement like Closing stock/ Production/dispatches/ Costing and forwarded to Top management.
- ❖ Handling Various Compliance Matters of Company & other related work concern to government authorities.

Assistant

Aug, 1994 to May 1997.

Atlas Cycle Industries Ltd.

Sonepat (Haryana)

- ❖ Maintaining books of payments on Integrated LAN system.
- ❖ Preparing data for submitting to Vice President –Accounts, Like Costing, accounts payable & receivable. Allocation of Budgets for Expenses monthly Basis etc.

Accountant

May, 1997 to July, 2004

Bhargava Brothers - Haridwar

- ❖ Maintaining records of bills & payment.
- ❖ Maintaining & Handling all Type of returns.
- ❖ Handling financial record of the company.
- ❖ Handling banking operations.

Academic Qualifications

B.Com - Meerut University
2nd Div. 1992

Additional Knowledge

Work with V.K. Aggarwal & Associates' (CA FIRM) as an Account Executive period from April-92 to July-94 for gaining some exposure in the field of accounts.

Excellent Command in Microsoft Office or other Accounting software like Tally ERP 9, Quick Books.

Extracurricular Activities

1st Runner Up in Badminton Tournament championship Organized by Youth Welfare Association in Collage.

Hobbies

Trekking, Travelling to Holly places to Uttarakhand locations and Yoga & Meditating.

I here declare that all the above information given by me is true and best of my knowledge.

(Ganga Singh)

Date:-