



Rahul Singh

Accountant Operational

Seeking challenging assignments in Finance & Accounts with an organization of high repute offering opportunities in exchange of superior performance

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New Delhi, India

20-Sep-96

Work Experience

Executive- Finance & Accounts

Harcomp Airflex Private Limited

Nov-2021 to Present

Okhla, New Delhi

Responsibilities

- Actively participated in closing activities. like accruing monthly payroll cost, travel cost for the business.
- Monitoring and preparing the statutory books of accounts, bank reconciliation and consolidated reports in compliance with time & accuracy norms. actively participated in closing activities for the clients.
- Accountable for various audit schedules, balance sheet schedules & P&L schedules for the purpose of statutory audit.
- Performing Monthly Book Keeping, Monthly MIS, Quarterly TDS returns & monthly GST returns.
- Preparing the personal files, balance sheet, sales invoices, debtors/creditors reconciliation and other financial reports to keep track of financial performance.
- Accountable for preparing the advance tax computations for the Clients. entities and ensuring the payment compliance as well.
- Prepare monthly TDS summary for clients & accountable for Quarterly TDS returns through Compu Tax.
- Rich experience in entire gamut of accounting and finance entailing preparation & maintenance of statutory books of accounts and administrating the finalization of year-end financial statements.
- Prepare Monthly Project Cost MIS and Submitted to the Management

Account Executive

P.S Realtors

Mar-2020 to October-2021

Okhla, New Delhi

Responsibilities

- Maintaining and finalizing books of accounts and Bank Reconciliation statements proprietorship firms.
- Performed Accounting for Caprofat Catering services.
- Active member of Interim Audit team of ACC and BEIGH Construction Company.

Accounts & Audit Assistant

Talati and Talati Chartered Accountant.

Aug-2017 to March-2020

Jangpura, New Delhi

Responsibilities

- Providing support in preparing the statutory books of accounts, bank reconciliation, Conduct Reliance Commercial Audit Like Reliance Digital and Reliance Fresh and Duty Free Shop.
- Successfully completed internal Audit of E pack polymers, Home Shop 18 and BDC Pvt Ltd..
- Performed Accounting for Farmland Premium Food L.L.P & Green Channel Travel Services.
- Preparation of vendor and customer account reconciliations, and follow-up for payments as well.
- Conduct Stock Audit for Different Bank Like, Standard Chartered Bank, Yes Bank, IndusInd Bank, HSBC Bank.

Education

Academic Qualifications

Post Graduation

MBA (PGDM) Banking and Finance From University of Symbiosis
2021

Graduation

B.com from University of Delhi 2019.

Schooling

XII from CBSE Delhi 2015.

X from CBSE Delhi 2012.

Institutional

CIA course (Certified industrial accountant) from the

Institute Of Computer Accountant.

Skills

SAP FICO

- Enterprises Structure
- Global Setting
- General ledger
- Account Payable
- Account Receivable
- Asset Accounting
- Bank Accounting
- BRS (Bank Reconciliation Statement)
- Financial Accounting
- Account Reconciliation
- MS-Office
- Tally ERP
- Compu Tax

Interests

- Financial Reporting
- Indirect Tax
- Music