

Curriculum Vitae

Padam singh

388/6 jai Devi nagar

meerut -250001

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OBJECTIVE

Looking for a suitable position in Accounting.

SUMMARY OF QUALIFICATIONS

- Proficient in Word, WordPerfect, Excel, Microsoft Office, Internet.
- Sap and company software knowledge.
- Dealt with accounts payable procedures, direct billing, control accounting, etc. Analyzed employee sales, prepared Rsunify
- Preparation monthly sale tax return.
- TDS Return Preparation.
- Monthly Salary Register Preparation.
- Stock Maintain with inventory system
- GST Return Preparation
- Sale Tax & Income Tax Cases Preparation

EXPERIENCE

Accountant, 2013 to present

Misgo Sales Pvt. Ltd Meerut (Paper Mills & Textile Chemical Division)

Debtors & Creditors ledger account maintain journal entries, reconciled general ledger of personal accounts and bank accounts reconciled. And all entries sales, purchases, salaries, bank accounts. TDS Return Prapered Make Vendors payment Details. Sales Tax & Income Tax Cases and Monthly GST Return Details Prepration

Accountant, 2011 to 2013

Sareen Sports Industries' Meerut

Day By day cash in hand handling. debtors & Creditors ledger account maintain Prepared biweekly journal entries, reconciled general ledger of personal accounts and bank accounts reconciled. And all entries sales, purchases, salaries, bank accounts. Prepared Weekly Party outstanding. Make Vendors payment Details.

Accountant, 2007 to 2011

Hindustan unilever Ltd ,meerut, India

Accounts receivable. Prepared biweekly journal entries, reconciled general ledger of personal accounts and bank accounts reconciled. And all entries sales, purchases, salaries, bank accounts, and Hindustan unilever accounts. Vendor account maintains.

EDUCATION

B.com from chaudhry charan singh University meerut in 2004

Diploma/Marks	Institute	Year
Computer Application ,manual accounting tally version 7.2 & Erp9	1 years Diploma from friends computers & accountancy center Garh raod meerut.	2004-05
Hobbies:		
Listening to Hindi music, Playing Chess, keeping myself abreast with the latest developments.		

Personal Information:	
Name:	Padam singh
D.O.B:	20 th Aug. 1981
Father's Name:	Sh. Chatter pal singh
Gender:	Male
Nationality:	Indian
Marital Status:	married
Languages:	English, Hindi
Permanent Address:	H. No. jai devi nagar meerut (U.P.) 250001

I hereby declare that the facts given above are correct to the best of my knowledge.

Date: _____

Place:

Padam singh

