

Kuldeep Singh

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Accounting professional versed in internal controls, taxation and business accounting practices. Focused on helping improve financial solvency with optimised systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards. Resourceful accounting professional with 4 years of experience in audit preparation and reporting.

Experience

APRIL-2021 TO DEC-2021

CA AMRISH SHARMA (MANDI GOBINDGARH)

- INCOME TAX RETURN FILING
- GST RETURN FILING (GSTR1, GSTR3B)
- TDS TCS RETURN FILING

JAN-2022 –CURRENT

AAR KAY INDUSTRIES

(MANDI GOBINDGARH)

- PREPARED MONTHLY AND YEARLY BALANCE SHEETS
- MAINTAINED BOOKS ON DAILY BASIS RECORDS.
- PROCESSED JOURNAL ENTRIES AND ASSIST WITH BANK ACCOUNTS AND CREDIT CARD RECONCILIATIONS
- MAINTAINED DETAILS RECORDS OF FINANCIAL TRANSACTIONS AND PERFORMED DATA PROCESSING USING MS EXCEL.
- PERFORMED TAX FILING, GST RETURNS PREPARE GSTR1, GSTR3B
- RECONCILIATIONS GSTR2A VS BOOKS, GSTR2B VS BOOKS
- WORKED WITH SOFTWARE SUCH AS SHUKUN, MICROSOFT, CLEAR TAX, KDK SOFTWARE AND SAP.
- MANAGED THE PAYROLL AND ACCOUNTS RECEIVABLE.

Skills

Team player • Ms Office , Invoice Prepare , Financial Reporting & Balance Sheets, General ledger accounting, Bookkeeping, Data Entry, Tax accounting,

Activities

Cricket • Travel

Education

- 10TH

MARCH-2012

Punjab School Education Board, Mohali

- 12Th

March-2014

Punjab School Education Board, Mohali

- B.Com (Honours)

May-2018

Mata Gujri College (Punjabi University, Patiala)

- MBA (Finance & Marketing)

April-2021

B.B.S.B. Engineering College, Fatehgarh Sahib

Languages

- Punjabi
- Hindi
- English