

Tarunjeet Singh

Accounting Professional



Summary

Accounting professional with over fifteen years of experience, possesses multiple skills in areas such as book-keeping, taxation, budgeting, auditing, financial statements(balance sheets). Seeking a position where this extensive experience will be further developed and utilized.

Skill Highlights

- Accounting and Book-keeping
- Auditing and Indian GAAP
- Reporting and Budgeting
- Accounts Payable and Accounts Receivable
- Big 4 Audits
- Policies Preparation and Implementation
- Balance Sheet Finalization
- Goods and Services Tax
- Income Tax
- Payroll
- Fund Raising
- Head of Department(HOD)

Achievements

- Proposed suggestions benefited in retrieving GST input of rupees three crore entangled due to complex structure of GST applicable on supply and installation of solar power plants.
- Successfully prepared and implemented accounting policies for Sunsire Energy Pvt Ltd.
- Customization of ERP for overall operations of Sunsire Energy Pvt Ltd Energy Pvt Ltd.
- Raised approx twenty crores of funds/limits for Sunsire energy Pvt Ltd from different NBFCs and Banks.

Professional Experience

Dynamic Beneficial Accord Marketing Pvt Ltd

April 2020 - Present

(E-Commerce -FMCG)

Haryana - Gurgaon

Senior Manager - Accounts and Finance (Head of Department)

- Handling accounts and finance team of 8 members.
- Maintaining and reviewing books of accounts on ERP(Book-Keeping).
- Independently preparing and finalizing Balance Sheet.
- Preparing and maintaining Tax compliance(GST / Income Tax / TDS).
- Handling banking/bank liaising.
- Maintaining Accounts Receivable and Payable.
- Managing and Reconciling Payment Gateways.
- Preparation of month-end MIS reports, revenue statements and budgets.
- Assisting auditors in statutory/concurrent audit.

Sunsure Energy Private Limited

April 2017 - March 2020

(Start-up Engineering, Procurement & Construction of Solar Power Plant)

Haryana - Gurgaon

CFO - Accounts and Taxation (Head of Department)

- Handled accounts and finance team of 7 members.
- Implementation of accounting policies & Indian GAAP.
- Maintained and reviewed books of accounts on ERP.
- Independently prepared and finalized Balance Sheet .
- Prepared and maintained Taxation compliance.
- Implementation of GST
- Independently raised funds from NBFC/Bank, overdraft limit, drop down limit
- Handled banking(Bank Lasionig), BG, LC, import payments etc.
- Payroll/Salary Processing
- Handled Import procedure & its documentation.
- Maintained Accounts Receivable and Payable
- Preparation of MIS reports, revenue statements and budgets.
- Assisted auditors in statutory/concurrent audit.

Appletree Building Maintenance Pvt Ltd

Jan 2010-March 2017

(Trading, Manufacturing and Building Maintenance)

Haryana - Gurgaon

Accounts Manager

- Prepared and maintained Accounts(book-keeping) and Payroll
- Maintained Taxation compliances
- Managed Accounts Payables and Accounts Receivables
- MIS reporting and revenue statement on monthly basis.
- Bank & other Reconciliations
- Assisted auditors in auditing and balance sheet finalization.

Rajnish Bansal & Associates

June 2006 – Dec 2009

(CA Firm)

Delhi-Rohini

Internship

- Statutory and concurrent Auditing (MNC and Indeginous companies)
- Auditing - Order to Cash
- Auditing - Procurement to Pay
- Balance sheet preparation & finalization
- Book-keeping

Education**CA Inter** - The Institute of Chartered Accountants of India**MBA** - Sikkim Manipal University**B.Com** - EILM University (Graduation)**Senior Secondary Education** (High School) - Guru Harkrishan Public School CBSE

Certificate Program on Goods and Services Tax by ICAI

Computer Proficiency

- Certification course of Information Technology Training by ICAI
- Well versed with MS Office, Accounting ERP (SAP/Tally/Buzy/Zoho Books)

Personal Detail

Email ID : **tarunjeetsingh13@gmail.com**

Mobile No : **+91 9818956059**

Date of Birth Gender/ : **13th March, 1987**

Marital Status : **Male/Married**

Nationality/Religion : **Indian/Sikh**

Father's Name : **Sr. Baldev Singh**

Address : **104-A, Anand Nagar, Delhi 110035**

Hobbies : **Playing snooker and cricket and traveling**

LinkedIn : **linkedin.com/in/tarunjeet-singh-ba14235b**

Declaration

All the information mentioned above is true to the best of my knowledge and belief.

Tarunjeet Singh