# **Profile Summary**

**Manvendra Singh**

**(Finance & Accounts)**

**Contact**

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**Core Competencies**

* General Accounting & Financial Reporting
* Taxation, Return Filing & Assessment
* Audit Support & Statutory Compliance
* Finalization of Accounts
* Accounts & Bank Reconciliation
* Import
* Credit control
* MIS, Data Quality & Accuracy

**Skills**

* Tally Prime ERP
* MS Office
* Analytical ability
* Work amidst deadlines
* Problem solving

**Educational Qualifications**

* MBA-Finance (2014-2016)
* Bachelor of Commerce (2009-2012)
* Having diverse experience in managing end-to-end finance and accounts activities such as financial accounting & reporting, bank and accounts reconciliation, AR & AP management, statutory & compliance, taxation and audit activities, accounts finalization-Balance Sheet, Profit & Loss A/c etc.
* Team handling exposure of five members on financial accounting, accounts payable & accounts receivable, GST, TDS, Income Tax etc.

# **Work History**

**Jan. 2018-Current Bansal Trading Company as Accounts Manager**

**Financial Accounting**

* Verifying and reviewing final accounts-balance sheet and profit & loss account, assisting statutory auditor in finalization of financial statements.
* Checking and verifying posted necessary accounting entries related to closing of books (including open, un-usual and aged items), handling and coordinating with accounts team.
* AP & AR management, credit control, review of accounts payable & receivable ageing and managed vendor’s payments.
* Preparation and providing various MIS to the management, prepare and verify commission statement.
* Bank dealings regarding LC, providing stock, debtor’s statement for OD/CC limit.
* Managed and reconciled bank accounts, various statements of accounts and inter-company reconciliations & branch accounting.
* To check cash & bank vouchers & its supporting & payment accordingly. Ensure that all entries passed are duly approved and authorized before the payment is released.
* Managed book-keeping, verifying & approving day to day accounting journal entries, vouchers of sales, purchase, expenses, DN/CN, prepaid, dues etc. and its supporting.

**Taxation & Compliances**

* Filing & validating of error free GSTR-1 & GSTR-3B and making payments thereof before due dates/deadlines.
* Reconciliation of GSTR-2A and assisting and providing supporting to the auditors for filing of annual returns GSTR-9 & GSTR-9C.
* Furnishing of LUT under GST regime, EWB provisions Rule-138 under CGST Act, 2017.
* Preparation of computation and e-filing of TDS, Income Tax returns and making payments thereof.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices, principals and standards.
* Examine the books of accounts with respect to GST, Income Tax and TDS to ensure compliance with respective legislature also handled queries of statutory audit.

**Nov. 2015-Dec. 2017 Xtrapower Tools Pvt. Ltd. as Accountant**

**Financial Accounting & Taxation**

* Book-keeping, making and checking day to day accounting-journal entries, sales vouchers, purchase, expenses, DN/CN, prepaid, dues etc.
* To check cash, bank vouchers and its supporting and payment accordingly. Ensure that all entries passed in books are duly approved and authorized before the payment is released.
* Managed and reconciled bank accounts, various statements of accounts and inter-company reconciliations & branch accounting.
* Posted necessary accounting entries related to closing of books (including open, un-usual and aged items).
* Accounts payable & receivable ageing and managed vendor’s payments.
* To prepare and verify final accounts-balance sheet and profit & loss account, assisting statutory auditor in finalization of financial statements.
* Preparation and providing various MIS to the management.
* Preparation of computation and e-filing of TDS, Income Tax returns, VAT return VAT-16 and Filing of DS2 Form.
* Making online payments of all statutory dues such as VAT, TDS, Custom Duty, ESI etc.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices, principals and standards.

**Import:**

* PO processing, documents preparation for foreign remittance.
* Co-ordinating with CHA & ICD.
* Check & verifying documents relevant to import-BoL, CI, PL, certificate of origin, Insurance, BoE etc.
* To process of SAD refund documentation.
* To submit BoE & relevant documents to the bank.

**Aug. 2012-Oct. 2015 ADY & Company (Chartered Accountants)**

**as Accountant**

**Financial Accounting, Taxation & Audit**

* Book-keeping, making and checking day to day accounting-journal entries, sales vouchers, purchase, expenses, DN/CN, prepaid, dues etc.
* Finalization of books of accounts-Bank, Sales, Purchases, Revenue and Expenses.
* To check cash, bank vouchers and its supporting and payment accordingly. Ensure that all entries passed in books are duly approved.
* Bank and various accounts reconciliation and Inter Branch Transactions.
* Preparation of computation and e-filing of Income Tax Returns of professionals and various salaried class individuals.
* Preparation of computation and e-filing of TDS & Income Tax returns, VAT return VAT-16 with Annexure 2A & 2B, Service Tax and Luxury Tax Returns.
* Checking and approval of TDS computation on monthly basis and validating necessary returns forms 24Q, 26Q, 26QB quarterly, also verifying of tax credit ledger with various forms 26AS, 16A, 16.
* Making and checking of various books of accounts in various prospective with due care of statutory element.
* Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices, principals and standards.
* Finalization of final accounts of various service and trading industries.
* Conducted audit. Examine the books of accounts with respect to GST, Sales Tax, Service Tax, Luxury Tax, Income Tax and TDS to ensure compliance with respective legislature also handled queries of statutory audit.