**PREET KARAN SINGH**

**Mobile**

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**Email:**

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**Address:**

**K-56A, Ground Floor,**

**Fateh Nagar, P.O. Tilak Nagar, New Delhi-110018**

**Certified Industrial Accountant looking for an Accountant position where I can utilize my knowledge in financial planning to perform finance & accounts related work such as analysis, reports preparation and other computational tasks.**

**Executive Summary:**

* **Experienced professional with a work experience of 4.5 years in banking division of law firm regarding advances, KYC validation, analyzing financial statements etc.**
* **Well versed with a profound knowledge of accounting and office tools line Tally ERP 9, MS-Word, MS-Excel.**
* **Adaptable to new work challenges, work culture followed by building confidentiality from top to bottom.**

**Core Competencies:**

* **Accuracy & Analysis**
* **Accounting Fundamentals**
* **Tally ERP 9**
* **Busy Accounting Soft. 18**
* **MS OFFICE & Internet tools**
* **Good Typing speed**
* **Certification in Debt Recovery Agent (D.R.A) from Indian Institute of Banking and Finance.**

**v**

**Experience:**

**Haicheng Mobile India Private Limited – Vivo Brand Associate**

September 2020 till present

**The Barbeque Company- Floor Manager**

September 2018 – July 2020

**Roles & Responsibilities**

* **Trains front-of-house staff on how to provide professional food service and sell drinks.**
* **Communicate with all employees to make sure everyone work hard to take care of all customers.**
* **Oversee all customer complaints and assist the problem correctly for the best benefit of the customer**.

**Personal Skills**

* **Professional Behaviour**
* **Time Management**
* **Open for new approaches**
* **Communication skills**
* **Organizational Skills**

**Education Credentials:**

* **B.Com (P) from University of Delhi in the year 2013.**
* **Higher secondary from C.B.S.E in the year 2010.**
* **Inter from C.B.S.E in the year 2008.**

**Team Professional-Executive Due Diligence**

October 2013 to June 2018

**Roles & Responsibilities:**

* **Online verification of certain documents of clients from the website of Income Tax Department, Chief Election Officer, Ministry of Corporate Affairs, Transport Department, Goods and Service Tax etc.**
* **Analyzing Income tax returns, bank statements companies and Individuals balance sheets, trading and Profit/Loss Accounts.**
* **Preparation of detailed report of the entire verification and send it to superior for approval**.

**Personal Details**

* **D.O.B – 03rd June, 1992**
* **Languages Known – English,**

**Punjabi and Hindi**

**Date: Place: Signature:**