

## CURRICULUM VITAE

**JASMEET SINGH**

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Mobile No. : 095920-08808

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### **Objective:**

To Seek a good position in a highly motivated industry with the opportunity for career advancement and to continuously enhance my skills by learning and experiencing critical aspects of emerging technologies through my experience, hard work and belief.

### Experience Details

#### **SEL Manufacturing Co. Ltd.**

<b>SEL Manufacturing Co. Ltd.</b>	<b>Manufacturing of Towel</b>
Date of Joining	July 2018 onwards
Address	Regd Office: 274, Dhandari Khurd, G.T. Road, Ludhiana
Profile	Sr. Executive Accounts Department
Responsibilities	<ul style="list-style-type: none"><li>• Finalization of Trail Balance.</li><li>• Preparation of Variance Analysis of Balance Sheet and Profit &amp; Loss A/c</li><li>• Preparation of Stock Tallies</li><li>• Accounting of Profit &amp; Loss Expenses.</li><li>• Bank Reconciliations.</li><li>• Payment of Statutory Dues.</li><li>• Maintenance of TDS Compliance Details.</li><li>• Reconciliation of Ledger Accounts.</li><li>• Expense Accruals.</li><li>• Handling of Audit.</li><li>• Other Duties assigned by management.</li></ul>

#### **G.K. Traders**

<b>G.K. Traders</b>	<b>Distributor of Nikon Camera &amp; Jaquar Lighting</b>
Date of Joining	September 2017 onwards
Address	Regd Office: 2541/1, Ghumar Mandi, Ludhiana
Profile	Accounts Manager
Responsibilities	<ul style="list-style-type: none"><li>• Finalization of Books of Accounts.</li><li>• Preparation of Variance Analysis of Balance Sheet and Profit &amp; Loss A/c.</li><li>• Preparation of Stock Tallies</li><li>• Accounting of Profit &amp; Loss Expenses.</li><li>• Bank Reconciliations.</li><li>• Payment of Statutory Dues.</li><li>• Maintenance of TDS Compliance Details.</li><li>• Reconciliation of Ledger Accounts.</li><li>• Expense Accruals.</li><li>• Handling of Audit.</li><li>• Other Duties assigned by management.</li></ul>

## Trident Limited

<b>Trident Limited</b>	<b>Manufacturing of Towel, Paper, Bed Sheets.</b>
Date of Joining	<b>April 2015 to August 2017</b>
Address	Trident Complex, Raikot Road, Sanghera, Barnala
Profile	General Ledger Accounting Executive
Responsibilities	<ul style="list-style-type: none"> <li>• Preparation of Variance Analysis of Balance Sheet and Profit &amp; Loss A/c.</li> <li>• Ledger Scrutiny &amp; Preparation of Stock Tallies</li> <li>• Accounting of Profit &amp; Loss Expenses.</li> <li>• Bank Reconciliations.</li> <li>• Payment of Statutory Dues.</li> <li>• Maintenance of TDS Compliance Details.</li> <li>• Reconciliation of Ledger Accounts.</li> <li>• Expense Accruals.</li> <li>• Handling of Audit.</li> <li>• Other Duties assigned by management.</li> </ul>

## K.K.Kapoor & Associates (Chartered Accountants)

<b>K.K.Kapoor &amp; Associates</b>	<b>Audit/Taxation/Accountancy/Finance</b>
Date of Joining	<b>June 2013 to March 2015</b>
Address	20-E, Sarabha Nagar, Ludhiana
Profile	Senior Auditor
Responsibilities	<ul style="list-style-type: none"> <li>• Statutory Audit &amp; Tax Audit.</li> <li>• Documentation of Income Tax Matter (filling of Income Tax returns).</li> <li>• Accounting (Maintenances of Books), Finalization of Accounts (Balance Sheet), Service Tax Returns. Vat Returns also having knowledge of excise register.</li> <li>• Documentation of Financial Matters Services (Bank Compliance, CMA Data, Bank Forms, LC Documentation etc.)</li> </ul>

## Gagandeep Jugesh & Co.(Chartered Accountants)

<b>Gagandeep Jugesh &amp; Co.</b>	<b>Audit/Taxation/Accountancy/Finance</b>
Date of Joining	<b>February 2009 to May 2013</b>
Address	1011, Urban Estate, Phase-III, Dugri, Ludhiana.
Profile	Assistant Auditor
Responsibilities	<ul style="list-style-type: none"> <li>• Audit of all Type of Bank Audit (Statutory Audit, Revenue Audit, Stock audit, Concurrent Audit)</li> <li>• Audit of Manufacturing Concern, trading Concern (Private Ltd Company, Public Ltd Company, Partnership Firms, Proprietorship Firm)</li> <li>• Finalization of Accounts (Balance Sheet), Tax Audit report&amp; Company Audit Report.</li> <li>• Documentation of Income Tax Matter (filling of Income Tax returns).</li> <li>• Accounting (Maintenances of Books), Service Tax Returns, TDS Return, Vat Returns also handle excise returns.</li> <li>• Prepare documents for financial Service (Bank Compliance, CMA Data, Bank Forms, LC Documentation etc.)</li> </ul>

## Educational / Professional Qualification

Technical Education			
Degree/Diploma	University/Board	Year	% of Marks
Bachelor of Commerce	IGNOU	2013-14	54.00%
CA-Final Group-1	ICAI	2012-13	54.75%
CA-Inter	ICAI	2011-12	54.00%
Senior Secondary	CBSE	2007-08	80.20%
Matriculation	CBSE	2005-06	69.20%

Technical Exposures:	
Operating Systems	Windows XP/2007/08/10
Software	SAP ECC-6 Accounting Software, Tally, Xero, Taxation related software.
Office Productivity Tool	MS-OFFICE (Excel, Ms Word)

Strengths
* Self motivated and self starter. * Positive attitude and willingness to learn. * Dedication for committed work. * Ability to deal with people diplomatically. * Sincere and adaptive

## Personal Information

Personal Information:	
Name	Jasmeet Singh
S/o	S. Kuljeet Singh
Date of Birth	19 <sup>th</sup> December, 1989
Nationality	Indian
Permanent Address	HJ-508, Housing Board Colony, BRS Nagar, Ludhiana, Punjab
Languages	English, Hindi, Punjabi
Contact Phone	095920-08808
Current Location	Ludhiana

## DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. If I am given opportunity to serve, I will perform my duty with dedication and hard work to the entire satisfaction of your good serve.

PLACE: LUDHIANA

JASMEET SINGH