

ABHIJEET SINGH

(CMA Final, B.Com)

About Me

Current Organization - ETA Manufacturers PVT LTD

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To work as professional, obtaining a challenging position which allows me to apply my extensive knowledge in various fields, giving me an opportunity for self-improvement and leadership conforming to the growth of the organization.

Professional Qualifications

The Institute of Cost Accountants of India	Final Examination
Appearing.....	
The Institute of Cost Accountants of India	Intermediate Examination
Group-I (December 2019) 215/400 (53.75%)	1 st Attempt (2 Exemptions)
Group-II (December 2020) 281/400 (70.25%)	1 st Attempt (4 Exemptions)

Academic Qualifications

- 2017 – Bachelor of Commerce (General) from TDB College affiliated from The University of Burdwan, Burdwan – 567/1200 (47.25%)
- 2014 – Class 10+2 from RMSV under WBCHSE – 298/500 (59.60%)
- 2013 – Class 10 from RMSV under WBBSE – 366/700 (52.29%)

Professional Experience

ETA MANUFACTURERS PVT LTD

(From 01st Jun 2023 – Present)

Accountant and Operational Executive

Key Responsibilities:

- Variance Analysis of Budget vis-à-vis actual expenses on monthly basis.
- Daily Accounting in Tally Prime and generating E-Way Bill and E-Invoice.
- Preparing Salary Register and Checking Payroll, Filing PF and ESI Return.
- Preparation of Bank Reconciliation.
- Preparation and Finalization of GST Returns (GSTR-1 and GSTR-3B)
- Preparing Cost Sheet and Various Data Sheet related with the Cost Sheet.
- Stock Audit on monthly basis.

SUJIT CHAKRAVORTI & ASSOCIATES (CA FIRM)

(From 01st Sep 2021 – 30th Apr 2023)

Audit Associate in Internal Audit Team for ECL

Key Responsibilities:

- Checking and Verifying the Fixed Assets Register and Scrap Register on quarterly basis.
- Reviewing the Salary Register on monthly basis.
- Preparing Internal Audit Report on monthly and quarterly basis.
- Preparing Wage Recovery Statement (HRA Recovery, Ele. Recovery).
- Checking and verifying the establishment advances (Medical, Misc etc.) on monthly basis.
- Checking and verifying the correct the GL of expenses of different heads in SAP.
- Preparing and passing the JV to correcting the mistakes of the finance department within the stipulated time.
- Reviewing and verifying the attendance register of various units before salary payment date on monthly basis.
- Preparation of Grade Slippage on quarterly basis.
- Prepare different special reports asked by the Audit Committee and the Statutory Auditors.

DSAS & CO. (CA FIRM)

(From 04th Aug 2017 – 31st Dec 2019)

Audit & Accounts Associate

Key Responsibilities:

- Engaged in the finalization of monthly, quarterly & annual accounts of Private Limited Companies, Partnership Firms and Individuals. in Tally EPR-9.
- Knowledge of Filing of GST Returns (GSTR-1, GSTR-3B, CMP-08, GSRT-4 etc.) on monthly basis as well as quarterly basis.
- Preparing and Filing of Annual Income Tax Returns and including notes to accounts of Individuals, HUF Partnership Firms, Companies.
- Ensured legal compliances regarding ROC Matters (MGT-7, AOC-4 etc.).
- Preparation of Bank Reconciliation and GST Reconciliation.
- Vouching of expenses and verification of Inventories and Fixed Assets.
- Preparation of Provisional and Estimated Financial Statements of different types of clients.
- Conducting different types of audits like Stock Audit, Statutory Audit, Hospital Audit, School Audit etc.

Articleship / Industrial Trainee Experience

ETA MANUFACTURERS PVT LTD

(From 01st Apr 2021 – 30th Sep 2021)

CMA Trainee as per Institute Norms

Key Responsibilities:

- Daily Accounting in Tally Prime and generating E-Way Bill and E-Invoice.

Professional Strengths

- Believe in smart work to improve the ways of doing work.
- Ability to deliver within critical deadlines and able to connect with people under different situations.
- Capable of adapting to changing situations and environments, and adjusting to new roles and responsibilities.

Computer Proficiency

- ❖ Proficient knowledge of MS Office and Tally ERP-9, Tally Prime.
- ❖ Knowledge of SAP and worked in an SAP environment.
- ❖ Completed the 100 hours of Computer Training of the Institute.
- ❖ Completed Diploma in Financial Accounting System from Youth Computer Training Center, Govt of WB.

Interest

- Watching Cricket and Football.
- Reading Newspaper and Playing Carrom, Chess and Football.
- Listening Songs, Watching Movies.

Personal Info

- ✓ Date of Birth: 23rd Jul, 1997
- ✓ Permanent Address: R.N.M Lane, Near Devi Mandir, Hatiya Talab, Raniganj, Paschim Bardhaman, WB, Pin – 713347
- ✓ Present Address: DO
- ✓ Religion: Hindu
- ✓ Languages Known: Hindi, English, Bangali, Bhojpuri

Declaration

I, **Abhijeet Singh**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Abhijeet Singh

ABHIJEET SINGH

RANIGANJ, WEST BENGAL
03rd July, 2024