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SUMMARY

Enthusiastic Trainee Accountant with demonstrated experience in preparing and auditing accounts. Excellent numeracy and analytical capabilities. Proactive and self motivated.

SKILLS

- English Proficiency (Written)
- English Proficiency (Spoken)
- Good Communication
- Active Listening Skill
- Detail Oriented
- Interpersonal skills
- Time Management
- Leadership
- MS-Office
- Tally Proficient
- Problem Solving
- Bookkeeping
- Financial Data Analysis
- Month-end Documentation
- General Ledger Reconciliation
- Bank Reconciliations
- E-invoicing
- Auditing

LANGUAGE CERTIFICATION

I am proud to announce that I have recently successfully completed EF Standard English Test (EF SET) certificate with a score of 57/100 get rank of B2 upper intermediate and earned a new English level certificate.

PERSONAL INFORMATION

Date of birth: 04/01/2004
Nationality: Indian
Marital status: Single
Gender: Male

Mayank Singh Negi

EXPERIENCE

February 2024 - July 2024

Accounts Intern J S SHARMA AND CO | New Delhi, India

- Implemented accounting software to optimise financial reporting and automate data entry processes.
- Handled bookkeeping responsibilities for diverse entities including a CA Firm, private companies, government organisations, and multiple NGOs.
- Enhanced proficiency in Tally software.
- Prepared accurate bank reconciliation statements utilising financial data.
- Maintained accurate records by reconciling GSTR and Tally entries in excel.
- Completed monthly filing of GSTR-1 and GSTR-3B with precision each month.
- Performed monthly stock taking of DSOI on a regular basis, with a special yearly stock taking for FY 2023-24 conducted in April.
- Achieved seamless e-invoicing processes with Cleartax Software by making B2B bills electronically.
- Successfully executed filing Tax Deducted at Source (TDS) returns responsibilities using Genius TDS software.
- Provided support during financial audits, liaising with auditors to answer queries and supply information.

EDUCATION

2024

Bachelor of Commerce (B.Com) | Business Process Management
Delhi Skill And Entrepreneurship University, New Delhi, DL

• CGPA: 7.70

2021

Higher Secondary Certificate | Commerce with IP
New Delhi Public School, New Delhi, DL

• Percentage: 88.60%
• Board: CBSE

2019

Secondary School Certificate
Pioneer Kamal Convent Senior Secondary School, New Delhi, DL

• Percentage: 83.20%
• Board: CBSE

LANGUAGES

Hindi: First Language

English: B2
Upper Intermediate

CERTIFICATIONS

- Successfully completed SEBI - Investor Certification Examination online conducted by Securities and Exchange Board of India in collaboration with National Institute of Securities Markets (NISM).

Certification Details:

- Test Date: July 14th, 2024
- Language: English
- Score: 39 out of 50
- Remarks: Pass

HOBBIES AND INTERESTS

- Writing and Art
- Team Sports
- Reading
- Travelling

ACCOMPLISHMENTS

- Successfully completed the Springboard Young Industry Enthusiast certification program in capital markets with Infosys on October 19th 2023. It was a great experience for me to understand and gain more knowledge about capital markets.
- This comprehensive program covers various aspects of the capital markets industry, including equity and debt. I learned about the roles of different participants in the markets, the structure and functioning of various exchanges, and the processes involved in raising capital.

PROJECTS

- During the 2nd year of college I successfully completed a project named - Study on Impact of Social Media among youth.
The conclusion of the project are :
 - During the research I found that majority of the respondents were male and belong to age group of 18-20. This shows that use of social media is widely among teenagers nowadays.
 - Some youth agreed that use of social media is beneficial in the field of education, but mostly youth accepted social media apps affects their social life badly.
 - Lastly, I observed in my study that social media is killing the time of youths badly.