

RESUME

MUKUL SINGLA

#390/8, Near Durga Mandir,

Shahabad Markanda-136135, Distt. Kurukshetra (Haryana)

+91-9034561310, 9306068919 Email: Mukul.singla4@gmail.com

CAREER OBJECTIVE:

Achieving professional success is my top priority as an individual and my perception of success is making positive contribution economically and socially. By education I mean not just acquiring Degrees but their most meaning applications is to grasp that project for serving society.

ATTRICULTES:

- Believe in team and Hard work.
- Enjoy responsibility and like accepting.

ACADEMIC QUALIFICATION:

	Degree	Institute	CGPA/%	Remarks
2019	MBA (FINANCE)	Galaxy Global Group of Institution	65%	Passed
2016	B.Com	M.N College Shahabad Markanda	65%	Passed
2013	12 th (H.B.S.E.)	Govt. Sen. Secondary School	70%	Passed
2011	10 th (H.B.S.E.)	Geeta Vidya Mandir Shahabad Markanda	77.8%	Passed

COMPUTER LITERACY:

- Basic Knowledge of Computer.
- Tally-ERP-9
- Knowledge of GST Return.
- Accounting knowledge.
- Excel Knowledge.
- S.A.P

EXPERIENCE/TRAINING:

1) I have been working in **Gagan Coal Private Limited** As accountant since **June 2018** to **July 2020**.

Job Description :-

- Preparation of GSTR-1 And GST-3B Knowledge
- Issue Debit & Credit Note,
- Preparation of Sale & EWAY Bill
- Matching of GST Output as per tally and Sales register maintained in excel onmonthly basis.
- Matching of ITC as per GSTR -2A data with Tally on monthly basis.
- Enter all purchase in Tally ERP 9
- To Control over Debtors & Creditors Account,
- To Pass the Freight Bill and enter in Tally ERP 9.
- Payment Follow Up With Company Clients.
- Stock Reconciliation & Accounts Reconciliation.

2) (M/s Epicu Agro Products Pvt Ltd. is a franchisee of M/s Parle Agro Pvt. Ltd. Manufacturer of well known brands like Frooti Tetra, Frooti PET bottles, Appy Tetra, Appy Fizz) From **Aug 2020 to Aug 2021 (Tally ERP9)**

Job Description :-

- Preparation of GSTR-1 And GST-3B Knowledge
- Matching of GST Input Credit as per tally and Excel Sheet maintained onmonthly basis.
- Matching of GST Output as per tally and Sales register maintained in excel onmonthly basis.
- Matching of ITC as per GSTR -2A & 2B data with Tally on monthly basis.
- Enter all purchase in Tally ERP 9
- Reconciled all the purchase from Store Register on monthly basis.
- To Control over Debtors & Creditors Account,
- To Pass the Freight Bill and enter in Tally ERP 9,
- Contractor Bills and Hired Vehicles Bill.
- Cashbook Reconciliation & Accounts Reconciliation
- Issue Debit & Credit Note,
- Checking sales Bills.
- Monthly Stock Audit of Depots,
- Preparation of Consumption of stocks on monthly basis,
- Reconciliation of Imprest accounts of employees

3) Presently working with **Saatvik Green Energy Ambala Cantt** as an AccountsExecutive From **Aug-21**. Manufacture of Solar Panel They belong to a well-established and reputed business group founded in the year 1990, currently involved in large scale manufacturing across various industries like oil and chemicals.

Job Description :- All Accounts Related Work.

STRENGTH:

- Positive Attitude.
- Hardworking & Learn New Things.
- Learner From Every Moment of Life.
- Inter Personal Skills, Good Listener.

INTERESTS:

- Reading Books.
- To Know New Things.
- Playing Cricket.
- Listening Music.

PERSONAL PROFILES:

Name:	Mukul Singla
Date of Birth:	03 rd Dec1996
Father Name:	Sh. Narender Singla
Sex:	Male
Marital Status:	Unmarried
Nationality:	Indian
Language Known:	Hindi, English

DECLARATION:

I hereby declare that The Information provided above by me are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:

Place:

(MUKUL SINGLA)