



Amandeep Singh

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ABOUT ME

I am committed to achieving the highest levels of success through my sincerity and hard work. My dedication to excellence drives me to continually improve and reach my professional goals.

WORK EXPERIENCE

Assistant Accountant

A.H Exports [1 Nov 2018 – 31 Oct 2020]

City: Jugaina, Ludhiana | **Country:** India

- Sales billing and purchase bills entry to stream line daily transactions of goods.
- Journal entries to ensuring accuracy and compliance.
- Experienced in bank reconciliation and entering bank statements for precise financial tracking.
- Assistance in balance sheet preparation
- Generating miscellaneous reports for insightful financial analysis.

Accountant Cum Cashier

Eastman Cast And Forge Limited [1 Dec 2020 – 31 Mar 2024]

City: Pawa, Ludhiana | **Country:** India

- Proficient in preparing cheques and executing RTGS and NEFT transactions.
- Experienced in sales billing and purchase bill entries.
- Skilled in financial statements entries to enhance reporting accuracy.
- Conducting accounts audits to maintain financial integrity.
- Filling of GST tax returns ensuring strict compliance with government regulations and accurate tax reporting.
- Conduct thorough audits of financial records.
- Guaranteeing precision and reliability in bookkeeping.
- Bills Receivable & Payables.
- Maintain Cash
- Petty Cashbook.

Accountant Cum Cashier

Setia Sons [1 Apr 2024 – Current]

City: Tibba, Ludhiana | **Country:** India

- Proficient in TDS entries and bank reconciliation, ensuring thoroughly financial oversight.
- Skilled in preparing cheques and executing RTGS and NEFT transactions with precision.
- Experienced in GST return filing, maintaining compliance with tax regulations.
- Adept at generating balance sheets and crafting miscellaneous reports for in sightful financial analysis.
- Expertly managed sales billing accurate and timely financial reporting



- Cash handling.
- Maintain petty Cashbook
- Sales and purchase bills recording.

EDUCATION AND TRAINING

Diploma in Financial Accounting

ICST Group of Institutions [2 Jul 2018 – 29 Jun 2019]

City: Doraha | Country: India | Field(s) of study: Financial Accounting | Final grade: 83.50 %

12th (Senior Secondary School)

A.s Senior Secondary School [1 Apr 2017 – 31 May 2018]

City: khanna | Country: India | Field(s) of study: Commerce | Final grade: 67%

10th (High School Education)

Government Hight School, Dharaaur [1 Apr 2015 – 31 May 2016]

City: Dharaaur, Ludhiana | Country: India | Final grade: 78%

COMMUNICATION AND INTERPERSONAL SKILLS

Communication

Positive Attitude

Teamwork

E-mail Writing

Leadership

HOBBIES AND INTERESTS

Reading Books

Internet Surfing

Travelling

Spending time with friends

Listening to music