



**Gurjot Singh**  
**B.COM (PURSUING)**

### **CONTACT DETAILS**

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[singhgurjot7112002@gmail.com](mailto:singhgurjot7112002@gmail.com)

**+971 525686554**

Dubai, UAE

### **EDUCATION**

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**B.com (Graduation)**

**Pursuing**

SOL Delhi University

**12<sup>th</sup>**

CBSE Board

**10<sup>th</sup>**

CBSE Board

### **CAREER OBJECTIVE**

Contribute value to the organization through my skill-set and competencies, while in the process, enabling self-development and building of a sound career. In the state of art technologies and be a part of the team that excels in work to words, the growth of organization and my satisfaction thereof.

### **PROFILE SUMMARY**

A highly motivated Accountant 3 years of experience in Private Limited Firms and in Chartered Accountancy firms in India. Specialized in Finalization of Accounts, Goods and Services Tax, TDS(Tax Deducted at Source) Preparing GST Returns, Prepare Tds Returns, Prepare Reconsilation, Prepare GST Refunds etc.

### **WORK HISTORY**

**Senior Accountant BLACKROCK STRATEGIES**  
**Delhi, October /2022 to November 2023**

#### **Responsibilities**

- Responsible for preparing the draft financial statements (including consolidated financials) such as Profit & Loss, Balance Sheet, Cash Flow.
- Responsible for preparation & validation GST return for the clients & submission in to GST portal on monthly/quarterly basis on the GST portal.
- Responsible for preparation & validation TDS return for the submission in to TDS portal on quarterly basis and deposit tax monthly basic.
- Awareness of Corporate Tax.
- Verified and inspected accounts receivable and payable ledgers and general ledgers for accuracy of various clients.
- Audit work of various clients.
- Responsible for preparation of audit working paper .
- Daily recording of financial transactions and other record keeping function

## TECHNICAL SKILLS

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- Working knowledge of Microsoft Applications (Ms Excel, MsPowerpoint and Msword).
- Working Knowledge of various accounting packages(TallyERP, Tally Prime, Busy) and Software.

## ABOUT ME

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### Passport Details

Passport No: V9453203  
Nationality: Indian

### Languages Know

English  
Hindi  
Punjabi

### Date of Birth

07<sup>th</sup> November 2002

## PERSONAL SKILLS

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- Good organizing skill.
- Harworking and Responsibility.
- Positive Attitude
- Sincere and Punctuality
- Confident and Target Oriented.
- Ability to work under pressure and resolve problems.

### Assistant Accountant, FOREVER SHOE BAZAR PRIVATE LIMITED Delhi, 06/2021 to 07/2022

#### Responsibilities

- Preparation of Annual Financial Statements, daily and monthly accounting reports to management.
- Daily recording of financial transactions and other record keeping function.
- Assist with accounts receivable and accounts payable.
- Preparation and filing of GST returns.
- Preparation and filling of TDS returns.
- Preparation of Bank Reconciliation Statement Daily.
- Inventory management.
- Cash Book Preparing & Petty Cash Book Maintaining weekly and Monthly.
- Ledger Maintaining (Debtors, Creditors, Stock).

### Assistant Accountant, Singh Sharma and Company, Chartered Accountants Delhi, India - 07/2020 to 05/2021

#### Responsibilities

- Providing the accounting related data timely to Tax and various functions as and when required. And timely preparation and filing of statutory works like GST, PF, ESI, TDS etc.
- Involved in preparation of Financial Statements, compliance with Accounting standards.
- Timely circulating audit progress with the audit template.
- Supporting on the preparation and filing of GST returns, TDS returns, income tax returns, tax audits and compliances.
- Maintaining overall Accounts & Banking matters of the Client Offices.