

# **RESUME**

**Rajendra Singh**

**Address:**

243 Manawta Nagar

Indore (M.P.)

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## **CARRIER OBJECTIVE:**

To work in a Dynamic and challenging Environment with my full skills Enthusiasm and honesty for the Benefit and Success of your Company and my own skills.

## **WORK EXPERINCE:**

**M/s Prateek Jain & P.C. Jain & Co.**

Indore (M.P.)

(May 2006 To Nov. 2009)

Bank Audited at State Bank of Indore & Punjab National Bank. Maintaining Cash Book, Bank Book, Sales & Purchase Stock Register & Bank Related All Work Including Bank Reconciliation, Trial - Balance, Preparation of Balance Sheet and P & L Account In Accordance With Companies Act. And /or Other applicable Act. Tax Audit of Proprietorship, Partnership, Private Limited Company & Public Limited Companies. Statutory Audit & Internal Audit of Private Limited Company Computation of Income and Individual, HUF, Trust, Partnership Firm, Private Limited Companies.

**Sar Transport Systems Pvt. Ltd. / Aditya Custom Clearing Pvt. Ltd.**

Indore (M. P.)

(Dec. 2009 to Aug. 2020)

All work Including Accounts Department, Maintaining Cash Book, Bank Book, Sales & Purchase & Bank Related All Work Including Bank Reconciliation, Trial - Balance, Preparation of Balance Sheet and P & L Account In Accordance With Companies Act & Working Logistics department.

**Italian Edibles Pvt. Ltd.**

Indore (M. P.)

(Sep. 2020 To Mar. 2022)

GST & TDS Filing & Reconciliation. All work Including Accounts Department, Maintaining Cash Book, Bank Book, Sales & Purchase & Bank Related All Work Including Bank Reconciliation, Trial - Balance, Preparation of Balance Sheet and P & L Account In Accordance With Companies Act. Manufacture Production department.

**B. Roshan Lal Chemical Pvt Ltd**

Indore (M. P.)

(April 2022 At Present)

Job Responsibility : Working as Accounts & Logistics

We Have online communication, GST & TDS Filing & Reconciliation. All work Including Accounts Department, Maintaining Cash Book, Bank Book, Sales & Purchase & Bank Related All Work Including Bank Reconciliation, Trial - Balance, Preparation of Balance Sheet and P & L Account In Accordance With Companies Act. Working Logistics department.

**ACADEMIC QUALIFICATION:-**

S.No.	Certificate/ Degree	Grade/Percentage	Year	Board/University
1.	High school	Second Division	2003	M.P. Board, Bhopal
2.	Higher Secondary	First Division	2005	M.P. Board, Bhopal
3.	B.Com.	Third Division	2010	D.A.V.V. University, Indore
4.	M.Com.	Third Division	2012	D.A.V.V. University, Indore
5.	MBA	Second Division	2013	IGNOU
6.	C.A. PE I	Second Division	2007	ICAI

**COMPUTER SKILLS.:**

- Technical Qualification : Windows 98, 2000, 2003, 2007, 2010, & XP (M.S.Word, M.S.Excel & M.S. Power Point) Internet etc.

**Working Knowledge of Account Package:**

**S AP. Tally 4.5, 5.4, 6.3, 7.2, 9 & Prime.**

**PERSONAL DETAIL**

Father's Name : Shri Bhagirath Singh Mewada  
Date of Birth : 14.02.1985  
Language known : Hindi, English  
Nationality : Indian  
Sex : Male  
Area of Interest : Teaching, Public Relation,  
Account & Taxation

**DECLARATION:-**

I hereby declare that all the information provided above are correct and complete to the best of my knowledge and belief.

Place : Indore

Date :

**RAJENDRA SINGH**