**CURRICULUM-VITAE**

**PRAVEEN SINGH**

**H.No-11 GALI NO-10 BEHRAMPUR**

**NEAR VIJAY NAGAR GHAZIABAD MOBILE NO-9999999999**

**E-mail ID: ps256747@gmail.com**

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**CAEER OBJECTIVE:-**

The main objective is seeking an opportunity in an organization where I canenhance my skill along with team management and to become a competent and effective software consultant.

Its features:-

Ms-office **:** **Word, Excel,**

Taxation **:** **SERVICE TAX**, **VAT, CST, TDS**.

Accounting Software **:** **Tally 9, Tally.ERP 9.**

**ACADEMIC QUALIFICATION:-**

* In year 2007, B.Com. Passed from kan pur University.
* In year 2004, Intermediate passed from U.P. Board.
* In year 2002, High School passed from U.P. Board.

**WORKING EXPERIENCE**:-

* Worked with 3 year from sep 2009 to jan-2012 **M/s** **Tirupati container pvt ltd Sikanderabad** as ‘Account Assistant ‘ It is a manufacture of Gas cylinder & G.I pipe
* Presently Working with **M/s** **A. G. Engineering** Plot No. 69/1, B. S. Road Industrial Ghaziabad (U.P.) as ‘Account Executive ‘from FEB 2012 to till date. It is a manufacture of Time Pulley, V- Belts, and Conveyor Belts, Timing Belts& Conveyor Components etc.
* Cinch Restaurant & bar (GHAZIABAD) and Tantra Restaurant & bar(NOIDA-SEC-18) Ag hospitalities Restaurant & bar thease Resto & bar part of Ag group(AG ENGINEER)

**JOBPROFILE:** -

**General Accounting:**

* Maintaining all account books – Purchase, Sale, Journal, Cash and Bank.
* Reconciliation of accounts of Bank and Debtor.

**SERVIC TAX**

Prepration of service tax return & challan , .

**Sale Tax**:-

* Controlling of declaration like Form 38, Form C & From F etc. Preparation of Sale tax case.
* Maintaining computerized accounts, finalization of the same and Coordination with Company.
* Maintaining of Regular sales tax records, filling monthly Vat Return Submission of sales tax department.

**Income Tax:-**

* Maintaining of TDS on Salary & otherthen salary Records for contractors, Professionals, Commission, .

**PERSONAL DETAIL**:-

* Date of Birth : 10-11-1986
* Nationality : Indian
* Sex : Male
* Married status : married
* Father**,** s Name : Shri Beharilal singh
* Occupation : Farmer
* Permanent Address : Vill: - devoriya Hanuman Ganj Allahabad, (U.P.)
* CTC Salary : 20000/- Per Month
* Expected Salary : Negotiable

**DECLARATION:-**

I ***Praveen singh*** hereby declare that the above information is correct and true to the best of my knowledge and belief.

**Date :**

**Place** **:** **(Ghaziabad)**  **Praveen singh**

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