



# HARBINDER SINGH

Kolkata , India 700137

Indian

8617791862

bickysingh1997@gmail.com

## PERSONAL DETAILS

Date Of Birth- 30/07/1997

Address- 40/3 S.N. Banerjee Road, Budge- Budge , Kolkata- 700137

Blood Group- (A-)

## LANGUAGES

**English:**

Fluent

**Bengali:**

Fluent

**Hindi:**

Fluent

**Punjabi:**

Fluent

## PROFESSIONAL SUMMARY

Hard-working And Experienced with strong organisational skills. Achieves company goals through exceptional planning and prioritisation.

## WORK HISTORY

**ACCOUNTS ASSISTANT AND RECEPTIONIST** , 07/2019 - 09/2021

**G.D Diabetes Institute And Hospital** , Kolkata, India

- Kept reception area clean and neat to give visitors positive impression of the company.
- Answered Query + telephone calls per day, compiling detailed notes and promptly forwarding as required.
- Reduced waiting times through effective time and resource management.
- Maintained accurate and up-to-date records for smooth handovers.
- Billing, Admission & Discharge Of Patients
- Cash Flow Management

**JUNIOR ACCOUNTANT**, 10/2021 - 04/2023

**Arti Hospital (Budge-Budge)**, Kolkata , India

- Accurately and efficiently handled varied reconciliations processes such as Day To Day Data Entry and Bank Reconciliation
- Prepared management accounts for assigned entities, ensuring accurate profit and loss calculations to aid assessment.
- Established necessary areas of accounts analysis with The Tally Erp 9 & Prime Software, swiftly providing relevant documentation and findings.
- Prepared monthly bank reconciliations
- Reviewed and processed employee expense reports and vendor invoices for

payment.

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analysed monthly reporting to reconcile production operations and general ledger.

- Reconciled accounts from income and expense data to net worth and assets.
- Checked and imported payroll and pension data to pay salary deductions.

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**ACCOUNTANT**, 04/2023 - Current

**Taxage India Pvt. Ltd. ( Burrabazar)**, Kolkata , India

- Analysed monthly balance sheet accounts for corporate reporting.
- Entry Of Purchase , Sales And Bank Financial Entry For Audit Purpose
- Rectification Of GST 1B & 3B exception reports
- Maintaining Input & Output of GST reports Of 50+ clients on a monthly basis
- Prepared monthly bank reconciliations
- Reconciled accounts from income and expense data to net worth and assets.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Maintained integrity of general ledger, including chart of accounts.
- Created quarterly and yearly balance sheets to track financial trends and performance.

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## EDUCATION

**Budge-Budge ST. Paul's Day School** , Budge Budge , 03/2012 - 04/2013  
**ICSE: Science**

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**Budge-Budge ST Paul's Day School** , Budge- Budge, 04/2014 - 03/2015  
**ISC: Commerce (Accounts & Finance)**

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**Bhawanipur Education Society College** , Bhawanipur, Kolkata , 07/2015 - 07/2019  
**B.Com : Accounting & Taxation**

- Graduate Honours Degree In B.Com ( Accounting & Taxation)

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**Budge- Budge Youth Computer Centre**, Budge-Budge , 06/2018 - 05/2020  
**Diploma In Tally : Tally , Excel And Basic Computer Knowledge**

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## SKILLS

- Accounting
- Leadership
- Multilingual
- Customer-focused
- Knowledge of Tally And Account & Finance
- Time management
- Communication skills

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## HOBBIES & INTEREST

- Travel
- Sports
- Hobby Of Reading Sports Magazines & Newspaper

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## CERTIFICATIONS

- Diploma Certificate In Tally
- Graduation Certificate In B.Com