



DHARMPAL SINGH

📍 Noida Sector 62
☎ 9807362414
✉ cmadpsingh1@gmail.com

✈ Skills

ERP Entry

Tally 9.0

Completed Information
Technology Training of 100 hours
from Institute of Cost
Accountants of India.

MS Office (Word, Excel, and
PowerPoint)

🗣 Languages

Hindi & English

👤 Personal Details

Date of Birth : 07/06/1994
Marital Status : Single
Nationality : Indian
Father's Name : Suresh Singh
Mather's Name : Anita Singh
Sex : Male

🎯 Objective

Looking forward to work in a supportive and co-operative environment with Opportunity to enrich and where my knowledge and skills effectively contribute to the development of the organization and my career.

👛 Experience

NG Electro Private Limited

Jan 23 -

Sr. Executive Finance

Till now

- Monthly payment of TDS after checking the ledger and entry in ERP.
- Compliance related to TDS/TCS.
- Inter Company and Inter branch reconciliation.
- Sales reconciliation with GSTR-1 and GSTR 3B.
- Accounts Payable Reconciliation.
- GSTR-1 and GSTR 3B Return filing.

CMA Shailesh Patel & Com

Oct 2021 -

Accountant

Nov 22

- Data entry & Analysis, KYC, document verification.
- Income computation.
- ITR Felling & GST Return etc.
- Tally and busy

Tushar sachdeva & Co.

Dec 2018 -

Accountant

Apr 2021

- GST & Company Ragistration.
- GST & ITR Felling.
- Book of Accounts maintain etc.
- Day to Day accounts

🎓 Education

- **ICMAI** 2021
CMA Final(pursuing) the The institute of cost accountants of India.
- **ICMAI** 2019
CMA inter the The institute of cost accountants of India.
- **Dr.rmla University Ayodhya** 2014
B.com
- **U.P. Board, Allahabad** 2011
12th Passed
- **U.P. Board, Allahabad** 2009
10thPassed

PROFESSIONAL QUALIFICATION

- I have completed CMA intermediate in Feb 2019.
- 100 hours computer training conducted by ICAI LUCKNOW.
- I have done three month account assistant computer course.
- I have done three month office assistant computer course.
- 3 days training in Communication and Soft Skills.

STRENGTH

- Friendly Nature
- Work hard