



# DHARMPAL SINGH

📍 Noida Sector 62  
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## ✈ Skills

ERP Entry

SAP, 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