

# NAVNEET KUMAR SINGH

To work in a professional, dynamic and vibrant environment and to keep value adding to the organization which I represent and serve while concurrently upgrading my skill, knowledge and competence

## Work Experience

### Account CUM Admin Executive, GUPTA SALES CORPORATION

Jan 2023 - Present

- Implemented cost-control measures resulting in a 15% reduction in operational expenses.
- Streamlined financial reporting processes, enhancing overall efficiency by 20%.
- Led a team in successfully navigating a complex audit, ensuring compliance with industry regulations.

### Account Executive, Rai And QIMAT ASSOCIATES

Mar 2021 - Dec 2022

- Diminished financial discrepancies and accurately reconciled accounts using detailed data analysis results.
- Supported efficient accounting operations with high-quality administrative support
- Assisted in month-end and year-end closing processes
- Assisted with budget preparation and monitoring financial performance against it.

### Accounting Intern, shiv Raj Sohan Associates

Feb 2020 - Jan 2021

- Assisted in the preparation of financial statements, ensuring accuracy and compliance.
- Conducted internal audits, identifying and rectifying discrepancies in financial records.
- GST Registration and filling & Reconciliation
- Posted financial data in Excel spreadsheets and managed inventory

## Educational Background

### COST ACCOUNTANT OF INDIA

Sep 2018 - present

- Inter Group Clear

### Bachelor of commerce in Accounting

IEC university Himachal Pradesh

Aug 2015 - Aug 2018

- Relevant coursework in Advanced Financial Reporting and Auditing.

## Contact

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## Skills

### Technical Skills

- Financial Analysis
- Budgeting and Forecasting
- Risk Management
- Data Analytics
- ERP Systems Implementation

### Tools/Software

- Accounting Software
- ERP Systems
- Finance Software
- Data Tools

### Languages

- English
- Hindi

## Additional Information

- Served as Team Lead in the company-wide initiative for process improvement.
- Volunteer Treasurer, Local Nonprofit Organization.
- Received "Excellence" in Financial Management Award, Borcelle Corporation.