



## **NARINDERJIT SINGH**

**ACCOUNTANT-GENERAL**

**FORMER- EXECUTIVE- ACCOUNTS/AUDITING/ADMIN**

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### **CAREER OBJECTIVES**

Seeking for a well-known establishment that could help in attaining growth and improvement. To be able to excel in Supply Chain Management by contributing my knowledge and skills that I have learned from the academic and professional experience.

### **ACADEMIC CREDENTIALS**

YEAR	QUALIFICATION	UNIVERSITY/ INSTITUTE/BOARD
2015	<u>C.A INTER-(GMCS-1)</u> <u>General Mgmt. &amp; Communication Skills</u>	<u>INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA,</u> <u>CHANDIGARH</u>
2014	<u>C.A INTER-(IT) – Information Technology</u>	<u>INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA,</u> <u>CHANDIGARH</u>
2014	<u>C.A INTER-(OT)- Orientation Programme</u>	<u>INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA,</u> <u>CHANDIGARH</u>
2011-14	<u>B.COM- BACHELOR OF COMMERCE -</u> <u>(ASSESTED FROM U.A.E – MOFA)</u>	<u>GURU NANAK DEV UNIVERSITY, AMRITSAR</u>
2011	<u>HIGHER SECONDARY IN COMMERCE</u>	<u>PUNJAB SCHOOL EDUCATION BOARD, MOHALI</u>

### **PROFESSIONAL EXPERIENCE**

YEAR	COMPANY NAME	DESIGNATION	COUNTRY
<u>2019-PRESENT</u>	<u>COASTAL LINE GROUP, ABU DHABI</u>	<u>ACCOUNTANT</u>	<u>U.A.E</u>
<u>2017-2018</u>	<u>ALFARAA' GROUP, DUBAI</u>	<u>EXECUTIVE -ACCOUNTS CUM ADMIN</u>	<u>U.A.E</u>
<u>2015-2017</u>	<u>SHIVA TAXFABS LIMITED CO. LUDHIANA</u>	<u>EXECUTIVE- ACCOUNTS &amp; AUDITING</u>	<u>INDIA</u>
<u>2014-2015</u>	<u>APPRENTICESHIP UNDER B. RATTAN &amp;</u> <u>ACCOCIATES FIRM, CHANDIGARH</u>	<u>INTERNAL/ CONCURRENT AUDITOR</u>	<u>INDIA</u>

### **CURRENT PROFILE**

**Company:** Coastal Line General Contracting Co. LLC, Abu Dhabi

**Position:** Accountant

**From:** 2019 to Present

**Responsibilities:**

- ✓ **Accounts Receivables/Payable Management**
- ✓ **Cash/Fund Flow**
- ✓ **Taxation & Statutory Compliance**
- ✓ **Vat Returns – Quarterly Basis**
- ✓ **Commercial Management- Analysis Accounts & Business Plans**
- ✓ **Summarising Financial Status : Preparing Profit & Loss Statement, Balance Sheet**
- ✓ **Journal Ledger Posting**
- ✓ **Finalization of Accounts & Auditing**
- ✓ **Reconcile Financial Discrepancies**
- ✓ **Banking Operations/Treasury**
- ✓ **Financial Forecasting & Risk Analysis**
- ✓ **Bank Reconciliation Statement**
- ✓ **E-Dirham Gold Card/Red Card Statement**

- ✓ **Petty Cash Handling** – Cash Statement
- ✓ **LPO Preparations and Sales Confirmation**
- ✓ **Payroll Management**- Salary Preparation of all employees, final Settlement & Leave Salary/Air Tickets as per Labor Law and processed
- ✓ **Managing Colleagues, workloads and Deadlines**
- ✓ **Computations of Work Done Abstracts and Verified**
- ✓ **Prepare Proforma Invoice & Tax Invoicing** as per work done on Monthly Basis
- ✓ **Site Wise Expenses Details**
- ✓ **Bill Retentions Analysis** as per contract
- ✓ **Transportation Management**

#### PREVIOUS EXPERIENCE

**Company:** Alfaraa General Contracting Co. LLC, Dubai

**Position:** Executive- Accounts cum Admin-HR

**From:** 2017 to 2018

#### Responsibilities:

- ✓ **Resignation/ Termination** employees' follow up
- ✓ Follow up **final settlement** with Payroll and arrangement
- ✓ **Visa cancellation procedure** – ID card, Visa Cancel Paper Acknowledgement and sending to the respective PRO
- ✓ **Absconded cases follow up** with Logistic & payroll and arrange the Tamim Letter
- ✓ Coordination for **Visa cancelled employees'** Air ticket and arranges transportation
- ✓ Fulfil the **complaints** regarding salary, ATM Card with payroll
- ✓ **Handling passports** related to Visa Renewal, Cancellation and short & Annual Leave
- ✓ **Weekly Audit** of passport available in the custody and reporting
- ✓ **Death Case Handling** and do all the formalities for Human Resource Deportation
- ✓ **Raise LPO** for stationery and general equipments
- ✓ **Petty Cash handling** and **Final Settlement** disbursement
- ✓ Recording the **office expenditures**
- ✓ **Leave Resumed Employees' passport** Submission with record

#### PREVIOUS EXPERIENCE

**Company:** Shiva Taxfabs Pvt. Ltd Company, Ludhiana-India

**Position:** Executive – Accounts & Auditing

**From:** 2015 to 2017

#### Responsibilities:

- ✓ **Maintain Legers** and book keeping for all transactions related to sale and purchase
- ✓ **Financial documents** – Invoices, Bills Receivable and Bills Payable
- ✓ **Purchase/Sale Order** detail check and verify
- ✓ **Tax Audit & Justify** the discrepancies
- ✓ **Maintain the financial records** and providing the information to the **Finance Team**
- ✓ **Verifying the balances** on monthly basis and rectifying errors
- ✓ **Managing day to day transactions**
- ✓ **Handling Petty Cash**
- ✓ Verifying the **incentives details**
- ✓ Recording the **office expenditures** and claim bills for reimbursement
- ✓ **Sale & Purchase records** in Tally ERP Accounting Software
- ✓ **Bank Cheques** Detail Records and Reconcile
- ✓ **Accounts Receivable/Payable**
- ✓ **Organize the management meetings** schedule
- ✓ **Maintain and tally accounts reports** related to vender
- ✓ **Sale and purchase deal** with customers and suppliers

## APPRENTICESHIP UNDER FIRM

**Firm:** B. Rattan & Associates Firm, Chandigarh- India  
**Position:** Internal/Concurrent Auditor  
**From:** 2014 to 2015  
**Responsibilities:**

## RESERVE BANK OF INDIA-CHANDIGARH

- ✓ Maintain **Concurrent Audit Reports** on Daily, Weekly, Monthly and Quarterly Basis and submitted to the Head office
- ✓ **Audit the invoices** in every deptt. And reported discrepancies
- ✓ Weekly Audit of **Soiled, Mutilated and Exchanged Notes**
- ✓ Verifying the **incentives details**
- ✓ Detail checking of **Ledger Records and suspense account**
- ✓ **Security Detail checking** – Cameras, Gas Cylinders Expiry Record on monthly basis
- ✓ Transactions cross check with **(CBS) THE CORE BANKING SYSTEM** Software
- ✓ **Gratuity Bills and 10 % Medical Bills** Audited on Weekly basis
- ✓ **Reimbursement of cash** & Check and verify before making payments
- ✓ **Retirement payments detail checked** as per RBI guidelines
- ✓ **Verify Outstanding Entries** on Monthly basis
- ✓ **Coins and Fresh Notes** in vault- verified balances on monthly basis
- ✓ **Provident Fund, Pension and Travelling Allowance Audit**

## PROFESSIONAL ACCOUNTING SOFTWARES & IT SKILLS

- TALLY ERP-9
- PEACHTREE
- VISUAL CATPRO
- MS OUTLOOK
- CBS –CRISTAL BUSINESS SOLUTIONS
- Well versed MS EXCEL
- MS-OFFICE: - MS PAINT, POWERPOINT, WORDPAD

## PERSONAL DETAILS

- **Date of Birth:** 14<sup>th</sup>-June- 1994
- **Linguistic Skills:** English,Hindi and Punjabi
- **Current Address:** Abu Dhabi
- **Nationality:** India
- **Marital Status:** Single
- **Passport No. :** N4449398
- **Passport Expire:** 08-November-2025
- **Passport Issue:** Jalandhar, Punjab-India
- **Visa Status:** Employment Visa

## DECLARATION

I declare that above information is true as far as concern to my knowledge based on my original document.

Place : Abu Dhabi

Narinderjit Singh