

Vyomaditya Singh

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Professional Summary

Results-driven and detail-oriented accounting professional with over a decade of experience in **accounting, auditing, taxation, and financial reporting**. Proven expertise in **bank reconciliation, financial statement preparation, tax compliance, and client advisory services**. Adept at managing complex audits, ensuring compliance with **Indian Accounting Standards (INDAS)**, and providing strategic financial insights to optimize organizational performance. Skilled in leveraging accounting software such as **Tally Prime** and **SAP FICO** to streamline financial operations. Currently pursuing a **Master of Commerce** and a certification in **ChatGPT & Artificial Intelligence (AI)** and to be self-reliant, looking for suitable job in a **field of accounting** where my **knowledge of SAP** finance can be used properly so that it will be compliant and conducive to pursue the goal.

Core Competencies

- **Accounting & Financial Management:** Bank Reconciliation, Financial Statements, General Ledger, Cash Flow Management.
- **Auditing & Compliance:** Statutory Audits, Concurrent Audits, Internal Control Systems, IND AS Compliance.
- **Taxation & Regulatory Filings:** Income Tax, TDS, GST, Tax Planning & Compliance.
- **Financial Reporting & Analysis:** Balance Sheets, Profit & Loss Statements, MIS Reporting, Budgeting & Forecasting.
- **Software Proficiency:** Tally Prime, SAP FICO (Certified), ZOHO & Microsoft Excel.
- **Leadership & Communication:** Team Collaboration & Strategic Decision-Making.
- Pursuing **Post-Graduation MCOM (Finance)** from **Indira Gandhi National Open University**.
- Completed **Graduation BCom** From **K K Wagh College. (Pune University)**.

Professional Experience

Sunsvg & Associates (Pune)

Chartered Accountant Firm | May 2025 – Present

Specializing in Accounting, Auditing, Taxation, and Financial Reporting

Key Contributions:

- Independently managing **end-to-end accounting operations, including journal entries, purchase & sales booking, bank reconciliations, TDS, and GST compliance**.
- Maintaining accurate and up-to-date books of accounts in **Zoho Books and Tally** with strong control over **ledgers, reconciliations, and financial records**.
- Preparing monthly and annual closing of accounts along **with reconciliation of customers, vendors, and banks to ensure accuracy and transparency**.
- **Filing GST, TDS, and Income Tax returns** on time, coordinating with consultants for compliance, and ensuring error-free statutory reporting.
- Monitoring and managing **petty cash transactions** with proper accounting of all expenses to maintain financial discipline.
- Preparing and **analyzing MIS reports (P&L, Balance Sheet, Cash Flow, Aging Reports, Inventory Reports) for management decision-making**.
- Assisting in **budget preparation, cost tracking, and variance analysis** to support **financial planning and cost control**.

- Coordinating and **preparing audit schedules**, ensuring smooth completion of **statutory and internal audits**.
- Liaising with external consultants **for taxation and audit matters** while **ensuring compliance** with **Indian Accounting Standards**.
- Supporting **internal process improvements**, including **financial automation** and **integration with accounting systems**.
- **Strong hands-on experience** with **Zoho Books, Tally, and advanced Excel functions (VLOOKUP, Pivot Tables, etc.)** to streamline accounting processes.
- Ensuring timely compliance with **statutory filings including GST, TDS, Income Tax, and ROC** (with consultant support).
- Recognized for **strong attention to detail, accuracy in financial reporting, and ability to manage accounting functions independently in a fast-paced environment**.

MIS & Associates (Pune)

Chartered Accountant Firm | July 2023 – May 2025

Specializing in Accounting, Auditing, Taxation.

Key Contributions:

- **Strategic Financial Reporting:** Led the preparation of **monthly, quarterly, and annual Financial Reports**, including Balance Sheets, Profit & Loss Statements, and Cash Flow Statements, ensuring compliance with **Indian Accounting Standards (IND AS)** and organizational policies.
- **Audit Excellence:** Conducted **Bank Concurrent Audits** and **Statutory Audits**, ensuring 100% compliance with regulatory norms and identifying areas for process improvement.
- **Tax Optimization:** Assisted in preparing **Income Tax, GST and TDS returns**, collaborating with senior team members to analyze tax positions and identify potential savings for clients.
- **Client Advisory:** Provided strategic financial insights to clients, helping them improve financial compliance and optimize their financial strategies.
- **Process Improvement:** Streamlined audit documentation and financial reporting processes while maintaining accuracy.
- **Financial Operations Management:** Oversaw daily financial operations, including **accounting, billing, and record-keeping**, using **Tally Prime**.
- **Compliance & Reporting:** Ensured compliance with **Indian taxation laws**, processing **TDS** on vendor payments and salaries. Prepared and presented **monthly financial reports** to management, offering insights into the financial health.
- **Cost Optimization :** Assisted in **budget preparation** and **financial forecasting**, providing cost-saving strategies that improved financial efficiency.

Achievements:

- Successfully managed **multiple simultaneous audits** during peak seasons, delivering high-quality results through effective time management and team work.
- Improved client satisfaction through proactive communication and actionable financial recommendations.
- Streamlined accounts payable and receivable processes & reducing payment delays.
- Enhanced transparency in financial reporting, leading to improved trust among clients.

Kalpataru Patterns (Pune)

Accountant | Dec 2018 – June 2023

Key Contributions

- **Financial Reporting:** Finalized daily **Balance Sheets** and **Profit & Loss Accounts**, ensuring accuracy and timeliness.
- **Tax Compliance:** Filed **GST, ITR, and TDS returns**, ensuring 100% compliance with regulatory requirements.
- **Management Reporting:** Prepared **monthly MIS reports** for senior management, providing actionable insights for decision-making.

Achievements:

- Improved financial reporting efficiency through the implementation of streamlined processes.

- Reduced tax filing errors through meticulous review and cross – check
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Credence Resource Management (Pune)

Collection Executive | Feb 2015 – Nov 2018

Key Contributions:

- **Debt Recovery:** Successfully recovered outstanding hospital bills by **contacting patients** and negotiating **installment plans**, that helped in improving collection rates.
- **Customer Relations:** Handled sensitive conversations with patients, ensuring a positive experience while expediting payments.

Achievements:

- Reduced outstanding debt through effective communication and negotiation strategies.
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Convergeys (Pune)

Customer Support Associate | Oct 2013 – Jan 2015

Key Contributions:

- **Client Support:** Assisted clients with **insurance – related queries**, ensuring compliance with **HIPAA protocols**.
- **Data Management:** Retrieved and documented client information, contributing to the development of a comprehensive company database.

Achievements:

- Improved client satisfaction through timely and accurate resolution of queries.
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Education

10th Std : 50% (ICSE Board) | June 2008

12th Std : 55 % (HSC Board) | May 2010

Bachelor of Commerce

University of Pune | June 2013

Certifications

- **Certified in SAP FICO (SAP S4HANA)**
 - **Certified in Financial Accounting Fundamentals (Coursera)**
 - **Pursuing Certification in ChatGPT & Artificial Intelligence (AI)**
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Skills

- **Technical Skills:** TallyPrime, SAPFICO, ZOHO, Microsoft Excel, Financial Reporting, Tax Compliance
 - **Soft Skills,:** Strategic Thinking, Problem – Solving & Team Collaboration
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Key Achievements

- **Audit Excellence:** Managed multiple audits simultaneously, ensuring 100% compliance with regulatory standards.
 - **Financial Optimization:** Provided cost - saving strategies that improved financial efficiency across multiple organizations.
 - **Client Satisfaction:** Improved client satisfaction through proactive communication and actionable financial insights.
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Leadership & Strategic Contributions

- **Process Improvement:** Streamlined financial and audit processes, reducing turn around time while maintaining accuracy.
- **Strategic Advisory:** Provided strategic financial insights to clients, helping them optimize their financial strategies and improve compliance.
- **Team Collaboration:** Worked collaboratively with cross-functional teams to deliver high – quality results in fast- paced environment.

What I Bring To The Table

- **Proven Track Record:** Over a decade of experience in accounting, auditing, and taxation, with a strong focus on delivering results.
- **Strategic Thinker:** Ability to analyze complex financial data and provide actionable insights to drive organizational success.
- **Continuous Learner:** Pursuing advanced education and certifications to stay ahead in the evolving field of accounting and finance.
- **Client – Centric Approach:** Strong focus on building and maintaining client relationships, ensuring their financial success and compliance.

