

# Divyanshi Singla

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## **Objective**

Detail-oriented Accounts Associate with over 2 years of experience in accounting, GST compliance, financial reporting, and reconciliation. Skilled in Tally and MS Excel, seeking an opportunity in Accounts/Finance to enhance process efficiency and contribute to organizational growth.

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## **Professional Experience**

### **Super Light House, Faridabad**

**Accounts Associate** | Oct 2023 – Oct 2025

- Managed invoices, billing, and petty cash transactions with accuracy and timeliness.
  - Prepared monthly Profit & Loss statements, Balance Sheets, and MIS reports.
  - Executed journal entries and assisted in year-end financial closing.
  - Ensured GST filing and compliance as per government regulations.
  - Supported management with cost tracking, expense control, and vendor payments.
  - Improved record accuracy through systematic reconciliation and reporting.
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## **Education**

### **B.C.A – Bachelor of Computer Applications**

*J.C. Bose University of Science & Technology, YMCA, Faridabad | 2023*

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## **Key Skills**

- Accounting & Bookkeeping
  - GST Filing & Compliance
  - Accounts Payable / Receivable
  - Financial Reporting
  - Tally ERP | MS Excel | MIS Reports
  - Bank Reconciliation
  - Attention to Detail | Time Management | Problem-Solving
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## **Positions of Responsibility**

### **Club Workshop Organizer – University Tech Club**

- Led a team of 10 members to organize workshops and coding events.
- Spearheaded planning and execution of a college hackathon event.