

DEVENDRA SINGH

OPERATIONS, ACCOUNTS & IT SPECIALIST | TECH & BUSINESS EXECUTIVE

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PROFESSIONAL PROFILE

Versatile and results-driven professional with **3.5+ years of practical experience** spanning **business operations, financial workflows, cloud tools (Firebase), and digital administration**. Proficient in financial operations (**Tally Prime, GST, ITR**), cloud and database management (**Firebase**), advanced **MS Excel**, and computerized data reconciliation. Certified **EF SET C1 Advanced English** communicator possessing strong analytical acumen, adaptability, and high accuracy, well-suited for diverse operational, technical, executive, and management-oriented roles.

PROFESSIONAL EXPERIENCE (3.5+ YEARS)

Operations & Accounts Executive – Nakoda Associates [2 Years]

- Managed full-cycle business operations, voucher posting, purchase/sales registries, and financial ledgers in **Tally Prime**.
- Supervised data reconciliation and assisted in timely e-filing of monthly/quarterly **GST Returns (GSTR-1, GSTR-3B)** and **ITR filings**.
- Executed periodic **Bank & Ledger Reconciliations**, audited records, and eliminated operational variances.
- Maintained statutory compliance documentation, coordinated cross-functional records, and assisted during internal financial audits.

Operations & Accounts Assistant – Ratan Shree Texco [11 Months]

- Handled customer billing, order verifications, vendor accounts, and monitored **Accounts Payable & Receivable (AP/AR)** cycles.
- Monitored daily cash flow logs and banking records, ensuring 100% daily balance verification against digital registries.
- Coordinated vendor communications, verified purchase invoices, and resolved ledger discrepancies promptly.

Billing & Administrative Assistant – Nhii Mexx Abrasive [6 Months]

- Generated client commercial invoices, e-way bills, and dispatch delivery documentation adhering to compliance standards.
- Supported month-end closing procedures, digitized inventory records, and managed structured document archiving.

KEY SKILLS & CORE COMPETENCIES

OPERATIONS & TECHNICAL CAPABILITIES

- Firestore** (Cloud Database & App Services)
- Tally Prime** & Computerized Accounting
- Advanced **MS Excel** (VLOOKUP, Pivot Tables, Data Analytics)
- Process Management, Billing & Workflow Optimization

BUSINESS, FINANCE & COMPLIANCE

- GST Return Filing** (GSTR-1, GSTR-3B) & **ITR Filing**
- Bank, Ledger & Inventory Reconciliations
- Accounts Payable & Receivable (AP/AR) Management
- EF SET C1 English** (Advanced / Proficient)

EDUCATION & PROFESSIONAL CERTIFICATIONS

PROFESSIONAL CERTIFICATIONS

- EF SET English Certificate – C1 Advanced** (CEFR)
- Firestore Cloud & Database Management**
- CCCA** (Certificate Course in Computer Accounting)
- RS-CIT** (Rajasthan State Cert. in Information Tech)

ACADEMIC QUALIFICATIONS

- Senior Secondary (12th)** – BSER (2018)
- Secondary (10th)** – BSER (2016)
- Portfolio & Projects: devchouhan.in

LANGUAGES & PERSONAL PROFILE

Languages Known: English (EF SET C1 Proficient), Hindi (Native), Marwadi

Date of Birth: 02 May 2000 | **Nationality:** Indian

Father's Name: Mr. Narendra Singh | **Mother's Name:** Mrs. Prem Devi

Location: Rajasthan, India – 305801

Declaration: I hereby solemnly declare that all statements made in this resume are true, complete, and authentic to the best of my knowledge.