

CURRICULUM VITAE

Preetinder Singh

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PROFESSIONAL PROFILE:

A qualified and experienced chartered accountant with more than 14 years experience in accounting firms - managing, supervising and preparing financial statements, tax returns, business management reports and auditing assignments across a broad spectrum of industries and organisations with varying size and complexity.

SKILLS SUMMARY:

- Competent user of MYOB Accountants office and Account Connect.
- Basic Working knowledge of QuickBooks, MYOB Premier & Cash flow Manager
- Competent preparer of Tax returns of Individuals, Trusts, Partnership and Companies.
- Competent preparer of quarterly, monthly BAS and PAYG Instalments returns.
- Reconciliation of complex general ledger accounts
- Budgeting, inventory management and other MIS reports
- Supervising, managing and preparing reports of different types of audit assignments for a variety of organizations
- Investigating fraud in bankrupt companies
- Examining and evaluating internal controls, financial and management procedures
- Competent user of Microsoft Word and Excel

QUALIFICATION:

September 2005

Completed Bridging subjects as assessed by CPA Australia including Income Tax and Company Law

August 1992

Qualified as **Chartered Accountant** from Institute of Chartered Accountants of India. The institute gave **associate membership** in **August 1992** and **fellow membership** in **September 1997**.

July 1982- June 1985

Bachelor of Commerce (Honours) in 1st Division
GGDSD College Punjab University Chandigarh India
(Assessed by CPA Australia as equivalent to Australian Bachelor Degree in commerce)

EXPERIENCE:**Senior Accountant in Accounting Firm
Adelaide South Australia:****June 2004-Current**

- Applied knowledge of accounting, audit and taxation to wide variety of industries and organisations with varying size and complexity;
- Prepared audits, financial reports and income tax returns and ensured that partners are well informed of the important client issues;
- Gained competent knowledge in preparation of corporate, trust, partnership and personal income tax returns;
- Tax planning for clients with group companies, trusts, partnerships to minimise the tax liability of the group;
- Collect and apply appropriate information required for amendments of tax returns;
- Prepare Financial Statements, Audit reports and disclosures as per the International Accounting standards which became applicable in Australia from January 2006;
- Review internal controls regarding the inventories, computerised accounts;
- Undertaking year end physical stock takings of the inventories and reconciling them with the book records;
- Finalised wide variety of clients accounting financial reports on MYOB Accountants office;
- Reconciling different accounts such as receivables, payables, bank accounts and stock records before finalising financial statements;
- Finalisation of accounts on monthly, quarterly and yearly basis as per the requirements and needs of the clients;
- Prepare stock and fixed assets register and reconciling them with financial records;
- Prepare investment registers for individual clients;
- Prepare GST, PAYGW, PAYG Instalment returns;
- Prepare Super guarantee, Workcover and other returns;
- Preparing cash flows /fund flows and budgets on Microsoft excel;

HR Block Tax Accountants**Working as Second job in the tax season from last 3 years (2004,2005 and 2006)**

- Prepare tax returns for individuals in relation to salary wages, ETP, investments in trusts and partnerships, rentals, business income and other personal incomes;
- Apply knowledge of income tax to personal tax returns while offering tax advisory services and solutions to clients;
- Determine the legitimate tax deductions and record them correctly;
- Interview clients, take down information prepare tax return, satisfy the client and send the return for lodgement to Head office which very rarely returns back with memo for any alteration;
- Prepare amendments for the tax returns for lodgments;

**Audit of Schools under Department of
Education and Children Services SA (DECS):****Contract 1 Month May2004**

- Prepared audit reports according to the DECS formates for different categories of schools such as Kindergarten, Primary and High Schools which were further submitted to the State Auditor General;
- The financial and compliance audit was conducted keeping in mind the internal control and financial requirements applicable to each category of school the reports of the shortcomings and adjustments in financial statements if required were discussed. The report of how and when they will be addressed confirmed by the school Finance Officer and Principals were submitted to the Chief Audit Officer of DECS;

**Oxfam Australia Trading Pty Ltd:
Prepared Cash Flow and Budgets**

Contract 1 Month April 2004

- Prepared Cash Flow and Budgeting on new software purchased by the company called Win Forecast to replace the forecasts and budgets on Excel;
- The purpose was to prepare a set formate which could be used further without much efforts and devotion of time in future;
- A set formate of the budgets was prepared to be used in future;

Oxfam Australia Trading Pty Ltd

Volunteering February & March 2004

- Did Volunteering work after arriving in Australia in December 2003 relating to reconciliation work of their complex General Ledger accounts being supervised and reporting to Manager Finance.

**COMBINED RESPONSIBILITIES & EXPERIENCE:
IN INDIAN PRACTICE FIRMS**

**August 1992 to
November 2003**

A K Chadda & Co

P S Bajaj & Co

- Managing the accounting requirements of different clients on Indian Accounting softwares with legal status ranging from proprietorships, partnerships and companies;
- Supervising accounting which included writing, reconciliation and finalization of accounts as required by the statute of the entity;
- Supervising, preparing and reconciling receivables, payables, stocks and other financial statements;
- Finalisation of accounts on monthly, quarterly and yearly basis as per the requirements and needs of the clients;
- Preparing financial statements of incorporated companies to meet public disclosure requirements of stock exchanges and other regulatory bodies;
- Preparing different registers such as stock and fixed assets and reconciling them with the financial records;
- Preparing different business plans to optimize the client's profitability;
- Preparing Income Tax returns of individuals, partnerships and companies;
- Preparing amendments of tax returns for all type of clients;
- Appearing before income tax authorities on behalf of different clients;
- Preparing various company law returns, different resolutions for filing with Registrar of companies for a number of private companies;

- Preparing different financial reports like inventory management, budgets, project reports and cash flows /fund flows;
- Preparing appraisal notes for various corporate and personal loans in Indian Practice;
- Managing/supervising auditing and preparing reports of internal, statutory and tax reports of government, manufacturing, hire purchase, trading, contracting, non-profit making institutions and multiple branches of commercial/ nationalised banks;
- Preparing audit plans for interim and final audit reports depending on type of audit;
- Examining the financial statements for accuracy by checking the assets and liabilities, analyzing samples of work done and interviewing staff;
- Reviewing the company's operations and evaluating their efficiency, effectiveness and compliance with corporate policies, laws and government regulations;
- Examining and evaluating to ensure that records are accurate and controls adequate to protect against fraud and waste and project a true and fair view to the stakeholders;
- Analysing physical stocktakings in comparisons with book records;
- Investigating fraud in a number of bankrupt companies. Appointment given by official liquidator attached to high courts;

SPAN OF CONTROL:

- Supervising staff of 8-10 people, which included qualified personnel.