

## CURRICULAM VITAE

### Correspondence Address:-

WB-157, Ganesh Nagar-II, Laxmi Nagar, Delhi-110092

### Permanent Address:-

K-4/4206, Shastri Nagar, Meerut (U.P.)

Mob No:-9654520240

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**RICHA SHARMA**

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### CAREER OBJECTIVE:-

- ♣ To grow and develop with an Organization for a mutually beneficial Relationship and become a successful professional

### EDUCATIONAL QUALIFICATION:-

- 📖 MBA-(Finance) Passed With II Division from IGNOU 2011.
- 📖 M.Com. Passed With III Division From C.C.S. University, Meerut 2009.
- 📖 B.Com. Passed With II Division From C.C.S. University Meerut 2007.
- 📖 Intermediate (Commerce) passed with II Division from U.P. Board Allahabad 2004.
- 📖 High School (Commerce) Passed with II Division from U.P. Board Allahabad 2002.

### COMPUTER COMPETENCES:-

- 💻 MS-Office, DTP, Internet
- 💻 Tally (5.4, To 9.0 ERP All Version)
- 💻 Manual Accounting (Cash-Book, Ledger, Party-Ledger & Stock Register).

### WORKING EXPERIENCE:

- ✍ Presently working in FMCG Company **SHAHNAZ AYURVEDICS** (Delhi) As Accountant with the work of, (GST & TDS Tax Working or Return Preparation), PF & ESI Working, Payment & Receipt Handling & All Data Feeding in Tally 9.0 (ERP) with Bank Reconcile, from Mar. 2014 To Till Date.
- ✍ Worked as Accountant with **KOKO TOKE (INDIA) PVT. LTD.** (Delhi) (A Frozen material Export Company) look after work related, (VAT & TDS Tax or Return), All Types Payment & Receipt Handling or All Data Feeding in Tally 9.0 (ERP) with Bank Reconcile, from Jan. 2011 to Feb. 2014.

## **PERSONAL DETAILS**

<b>Name</b>	:	Richa Sharma
<b>Father's Name</b>	:	Sh. Rakesh Chand Sharma
<b>Sex</b>	:	Female
<b>Martial Status</b>	:	Married
<b>Language Known</b>	:	Hindi & English
<b>Salary</b>	:	Negotiable

## **MY HOBBIES:-**

❖ Painting, Playing Chess & Group Discussion

## **NATURE, WORK & RESPONSIBILITIES:-**

It includes day to day checking of accounting transactions, receipts & payment reconciliation monthly profit & loss account, Sundry Debtors age wise following for pending payments. Supervision of accounts preparing budgets & compliance of statutory requirements, Audits stock verification etc.

## **Declaration:**

I hereby declare that above stated facts are to be the best of my knowledge and belief I assure you that if provided a chance in your organization.

**DATE .....**

**PLACE .....**

**(RICHA SHARMA)**

