

RESUME

PANKAJ KUMAR SHARMA

Contact Address:-

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CAREER OBJECTIVE

❖ To obtain a challenging and responsible position in a Professionally Managed Organization. Where I can contribute to the growth of the Organization by utilizing my skills and hard work.

Job Work Experience

- ❖ **Current Company Name** - Fosroc Chemicals India Pvt. Ltd. (Keshwana, Rajasthan - 303108).
- ❖ **Designation** - DAX Posting Assistant.
- ❖ **Current Duration** - 15/02/2021 to Till Date.
- ❖ **Current Job Work Description** - To account for the exact materials consumed by production on time to reflect current stock status, To ensure correctness of postings and thereby reduce material variances, Stock Maintenance (FG/RM/PM), To Make weekly Stock Variance Report, Store Work etc.
- ❖ **Previous Company Name**- Technosys Systems Jaipur, Rajasthan - 302012.
- ❖ **Designation**- Accountant
- ❖ **Previous Job Duration**- 01/04/2018 to 31/01/2021 (Almost 3 Years Experience).
- ❖ **Previous Job Work Description**: - Experience Of Handling Accounts on Tally Erp.9 software: To Maintain Day to day transaction, Sales & Purchase Invoice, BRS, Account Receivable, Accounts Payable, Stock Management, Credit Control, Ledger Maintenance, Trading Account, Profit & Loss Account, Balance Sheet, GST and TDS Computation & Return filling, Advance Excel, Ms Word, Internet etc.

COMPUTER SKILLS

- ❖ HDOA (Honours Diploma in Office Administration) Course of One year.
- ❖ Tally Erp.9 with GST*
- ❖ Tax Management.
- ❖ Financial Management.

EDUCATION QUALIFICATION

- ❖ Secondary Passed From Bihar Board.
- ❖ Sr. Secondary Passed From Bihar Board.
- ❖ B.Com Passed From J.P University, Saran (Bihar).

STRENGTH

- ❖ Self Confidence with positive attitude and competitive & always cheerful, fast learner, hardworking, honest, punctuality.

PERSONAL DETAILS

Father's Name : Jagdish Sharma
Date of Birth : 13-12-1996
Marital Status : Married
Sex : Male
Hobbies : Playing Cricket & Reading Book,
Languages : English & Hindi
Religion : Hindu
Nationality : Indian

DECLARATION

❖ I hereby declare that the information given above is true and to the best of my knowledge

Date:

(Pankaj Kumar Sharma)

Place:

(signature)