CURICULLAM -VITAE

**HARI SHANKER SHARMA**

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**CONTACT NO. 9811091897**

# ACCOUNTS & FINANCE PROFESSIONAL

**Objective**

To excel in every sphere of life by giving my best in what ever I do.

To contribute to the growth of organization through high standards of professional excellence and unceasing team spirit

Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

**ACADEMIC QUALIFICATION**

**Educational Qualification** : B. Com in 1994 from Agra University, Agra.

**Professional Qualification** : MBA (Finance)

: P G Diploma in Management (Finance)

**DESIGNATION:** : Sr Accountant

**Job Profile**

1 Finalization of Balance Sheet and P & L independently.

2. Prepare and e-filling of Income Tax returns.

3 E- filling of ROC returns.  
4 Review of Daily funds position  
5. Handling Accounts Payable, Accounts Receivable and Cash Management

6 Statutory Compliance Pertains to Direct/ Indirect Taxation  
7 GST: Preparing of Data, filing of GSTR 1, 2, 3B, GST annual return, e way bill ,ITC and quick GST refund.  
8 Ensure proper TDS deduction, deposit & file return on time  
9.MIS Reporting on daily / monthly basis

10 Leading/ supporting marketing team for achieve their sale & collection target

11 Control Debtors and bad debts & ensure to receive payment on time.

12 All Branches reconciliation & control the branch expenses & statutory requirements.

13. Having experience of Audit of various public sector companies, Banks &

NGO.

Strength 1. Quick learn & hard working

2. Positive Attitude

**Worked Experience :** Having 22 years experience in accounts, management & strategic planning , Income Tax, Sales Tax, DVAT, Excise and experience of Audit of various P S U Companies, Banks, Society & School, etc

Worked with G. S. Mathur & Co. as a Audit Assistant from Sept. 1994 to March. 1997, Bahadur Shah Zafar Marge, New Delhi 110002.

From April 1997 to May 2005 worked with Liberty Marketing Co., as a Senior Accountant, Company is Importer, Manufacturer and Distributor of Photo Film, Photo Paper, Video Cassette, Camera and other Photo Goods, Registered Office at 41, Chandni Chowk, Delhi – 110006.

Worked with M/s. Surekha Exports, 449,

Kailash Tower – 2 East of kailash New Delhi

As a Senior Accountant from June 2005 to August 2012. 100% export unit of Garments export.

Worked with Alex Panels Okhla Industrial Area Phase-2 New Delhi. From Sept 2012 to Jan 2018. As a branch head, looking accounts and taxation work as well as handle & supporting marketing team to achieve their sale & collection target.as given by management.

Worked with Mahesh Kumar & Company (C.A) from April 2018 to July 2020 as Accounts & Taxation Executive Handling taxation, accounting & auditing work of various clients & filling of income tax, GST & ROC return. Arunachal Building, 304 Arunachal Building Connaught Place New Delhi 110001.

Computer Knowledge Tally ERP, Busy Bin, MS –

Office, Internet etc.

Last Salary Drawn Rs. 65000/-PM/-

Expected Salary Negotiable

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Father’s Name : Sh. Ram Ji Lal Sharma

Date of Birth : 05-05-1972

Address : F-360/1 GALI NO 6 WEST KARAWAL NAGAR

DELHI 110094

Yours truly,

***Hari Shanker Sharma***