

RESUME

TARUN SHARMA

Address: L-26. PARTAP NAGAR DELHI-110007

Contact No : 9354645584

OBJECTIVE

To be the best Performer in a organization where I would work, and to grow up with the progress of organization. My key values are integrity and a passion for whatever I do.

EXPERIENCE

PRAVEEN INDUSTRIES PVT. LTD. (Feb. 2007 to March 2008)

CHETAK LOGISTICS LIMITED (*March 2008 to April 2015*)

EUREKA FORBES LIMITED (April 2015 to till date)

Designation : Accounts Executive

Responsibilities: -

- Accounts Receivable
- Bank reconciliation
- Parties reconciliation
- Branch reconciliation
- Issuing debit & credit notes
- Prepared invoices
- Cross checking invoices
- Credit control of outstanding
- Fulfilling statutory audit requirements
- Handling billing & payment follow-up
- Coordinating for delivery branch operation
- Checking of local transportation (Booking, Delivery)
- Checking of agent Payment (air agent, train agent)
- Checking of labour payment @ per ton
- Checking of co. vehicals avg. (company lorry, bike, car etc.)
- Checking of Deduction Report
- Prepare exp. Chart
- Checking of costing
- Checking of shortage & Damage amt
- Recover shortage amt

- Prepare Warehouse rent bill
- Physical verification of stock

EDUCATIONAL QUALIFICATION/ACADEMIC BACKGROUND

- B.Com (Pass) from Delhi University.
- 12th Passed from Nav Bharti School Sr. Sec. School – Delhi
- 10th Passed from Nav Bharti School Sr. Sec. School - Delhi

TECHNICAL QUALIFICATION

One year Diploma in Computer from Web-soft.

Strength

- Strong ability to gather, analyze and present data in an effective and efficient manner.
- Have ability to work in the group with full efforts
- Able to comply with deadlines during the course of my Job for providing **reports**.
- Quick adaptability and systematic approach towards work.

PERSONAL DETAILS

Father's Name	:	Sh. K. K. Sharma
Date of Birth	:	01-03-86
Nationality	:	Indian
Marital Status	:	Unmarried
Language Known	:	Hindi & English
Salary	:	Negotiable
Date	:	Tarun Sharma