# Pankaj Sharma

Contact no: +91-96259-54541

E-mail:-[pspankaj71@outlook.com](mailto:pspankaj71@outlook.com)

**Summary:**

* Having 10 years of Tally Accounts and Finance experience in manufacturing, Construction & Service Industries. Responsible for overall accounting and finance Functional activities.
* Responsible for Accounts payable Activities like Vendor Invoice Processing & Vendor Management.
* Responsible for Accounts Receivables Activities like Customer Billing Processing (Collection accounting, reconciliation of debtor balance with customers, tracking of outstanding).
* Responsible for Invoice generation process.
* Responsible for Service Activities like Vendor Invoice Processing.
* Responsible for Master data, Invoice agreements and Discounts.
* Responsible for Bill passing.
* Responsible for Vendor, Customer Debtors & Creditors Note’s processing.
* Responsible for Reconciliation of Party Advance & Liabilities.
* Responsible for Ageing reports.
* Responsible for Preparation of MIS statements, Budget & Forecast.
* Well versed with Statutory Laws like VAT, GST, Service Tax, TDS etc.
* Strong experience in Material Document’s like Goods Receipts, Goods issue, Purchase Orders Activities, Inventory Management, Stock Verification in Tally or Excel.
* Experience in Managing the complete planning and management activities for ensuring completion of internal, statutory and tax audits.

**Academics:**

* Drop out **“Institute of Company Secretaries of India (ICSI)”** from Delhi.
* BA (Art) from MJP Rohilkhand university, Bareilly in 2011.
* MBA( Finance & HRM) from Mahatma Gandhi University, Meghalaya in 2014.
* M.A Economics from Rohilkhand University, Bareilly,in 2023.

**Technical Skills:**

* **ERP:-**
* Fusion, Oracle, SAP,Sage, Tally 7.2,9, Busy, MS Office Excel Word & Power Point.

**Professional Experience:**

* Working asTransaction Processing Analyst in Noida full time third party payroll employee in **“Accenture Solutions Pvt Ltd ( Third party payroll)** From **Feb’22 to Oct’24.**
* Working asFinancial Analyst in Gurgaon full time employee in **“Acquara Management Consultant Pvt. Ltd.”** From **Oct’21 to Feb’22**
* Worked as Sr. Accounts Executive in New Delhi full time employee in “**Alliance Advertising & Marketing Pvt. Ltd**.**(Advertising & Media buying Agency)**” From **Apr’16 to Jan’20**.
* Worked as Accounts Executive in Sahibabad full time employee in “**Alps Industrials Ltd**.”, from **Jan’2012 to Mar’2016**.

**Roles & Responsibilities:**

* Responsible for vendor invoices to ensure satisfaction of terms of contract and delivery of goods/services, process payments to creditors in accordance with corporate policies and procedures and ensure integrity of accounting. Responsible for Verification invoice for supply of goods and conduct three-way match of invoice, GR & PO.
* Responsible for Material Receipt, Material Issue, Inventory Management, Stock Verification.
* Responsible for Accounts payable, Receivable, Billing, Petty Cash, Banking & Account Reconciliation, Statutory filling, periodic financial statement, Vendor/Customer Debtors & Creditors Notes, Vendor management & Procurement, employee payments, responsible for coordinating all inter unit accounts maintenance and reconciliation of inter- company receivables, interacting with different levels of senior management/management to improve the information sharing process to improve the efficiency.

**Accounts/Finance:**

* Responsible for Sale & Purchase Ledgers.
* Bill all customers on a timely basis, filing copies as per documents procedures.
* Records customer payment and update Back-log report.
* Update Accounts receivable report.
* Issue receivable Age repots on a weekly basis.
* Assist in preparing monthly/quarterly/ annual budgets.
* Responsible for preparation of Accounts payables Voucher, Advance Payment Request.
* Responsible for accounting entry passes for booking of expenditures to the correct General Ledger Code and Cost Centre Code.
* Ensure that all retentions as mentioned in the PO/ Contract are made while processing the invoices and the appropriate accounting entries are made.
* Ensure that the vendor has met the necessary obligations as per that contact terms and condition prior to processing settlement of payment processing.
* Responsible for finalization & reconciliation of bank accounts.
* Responsible for preparing Sales & purchases Summary & Filling GST returns.
* Responsible for Sales Invoicing & Collection Accounting.
* Responsible for Preparation of Purchase Orders in Excel.
* Responsible for Customer/Client’s debit note.
* Responsible for reconciliation Customer out standing’s.

**Tally & Excel FI:**

* Creating new vendors and customer’s master data.
* Advance payment from Customer & Vendors.
* Posting & Clearing of Customer Invoices.
* Managing customer outstanding balances.
* Cash payment to Vendors.
* Cash payment to wards reimbursement of expenses.

**Account Payable:**

Conduct day-to-day activities of the Accounts Payable **P2P** operations and ensuring adherence to all process requirements as outlined by the client.

* Quality check for document received.
* Input all the document to ERP system.
* Calculate and record tax property.
* Reconcile with vendor statement per request.
* Conduct month end activity, accrual and allocation journals, bank reconciliation etc.
* Prepare AP reports.
* Resolve and escalate issues timely.
* Follow up outstanding issues actively.

**Account Receivable:**

Primarily responsible for activities that follow the O2C process including Billing, Collections, Dispute management and Reconciliations.

* Act as a subject matter expert and facilitate training & knowledge sharing within the teams.
* To deliver client services as defined by the contract.
* Respond to customer inquiries and resolve disputes and escalate for resolution.
* Ensure customer’s credit balances are reviewed.
* Ensure all billing request received are executed on time.
* Ensure billings are done accurately as per the agreed quality levels and in line with the SLA requirements.
* Ensure all invoices are generated on time and dispatched as per the process.
* Assist in daily reconciliations of cash clearing accounting.
* Analyze customer aging accounts and provide information on overdue accounts to the management in time.

I confirm that the information provided by me is true and complete to the best of my knowledge and belief.

Date: **(Pankaj Sharma)**

Place: