

## **LALIT KUMAR SHARMA**

**Cont.No.: +91-9457102627**

**E-mail : - lalit.sharma2006@gmail.com**

### **OBJECTIVE:**

Aspiring to be a Professional in a position to contribute individually and holistically to achieve organizational goals by my Knowledge hard work professionalism attitude and abilities.

### **WORK EXPERIENCE:**

- Working at Bharat Seats Limited (Maruti Suzuki Joint Venture) SMG Vendor Park Hansalpur, Ahmedabad Gujarat from January 2023 to till as an Executive in Finance and Account.

#### **Job Responsibilities:**

- Responsible for complete Journal Accounting.
  - Clearing GR/IR account on daily basis.
  - Preparation of MIS of all Expenses detail as per trail on monthly basis.
  - MIRO: Making entry of bills in SAP of domestic purchase on daily basis.
  - Responsible for checking & passing of all Services bills like Labour contractors, Security, Transportation Services & others bill for payment.
  - Preparing Provisions in Accounting as per monthly basis.
  - Preparing of all reports as per audit requirements.
  - Responsible for checking and passing all Debit Note and supplementary invoice.
  - Responsible for supplier payment and reconciliation.
  - Responsible for Quarterly Inventory activity.
  - Responsible for prepared Journal entries ledger operations, monthly, year-end closings & draw up financial reports.
- 
- Worked at Aditya Engineering & GIS Solution Sec-2, Noida, Uttar Pradesh (Company migrated from Noida to Bangalore) from 1st November 2015 to 15th December 2022 as an Account Executive.
    - **Job Responsibilities:** Bank Reconciliation, Handling Expense Book, Updating Purchase Book and Sale Book, Post and Process Journal Entry, Update Day Book, Balance correction of Debtors and Creditors, TDS, Prepare GSTR 3B Return and Petty Cash.
  - Worked at S. Kumar Goel & Company (A CA Finance and Audit Firm) Ghaziabad from September 2014 to October 2015 as a Trainee.
    - **Job Responsibilities:** Debtors and Creditors balance correction, Chalan submitting in Tax Department, Bank Reconciliation, TDS Submission, Maintain Creditor/Debtor Book and prepare E-way Bill.
  - Worked at Swati Finance at Bulandshahr Uttar Pradesh from July 2012 to August 2014 as an Office Executive.

- **Job Responsibilities:** Reconciliation of Ledgers, Create Financial reports & all day to day routine works of office.

**EDUCATIONAL QUALIFICATIONS:**

- High School from UP Board.
- Intermediate from U.P Board.
- Bachelor of Business Administration B.B.A. specialization in Finance, Accounting and Banking from Inmantec Institutions Ghaziabad, Affiliated to CCS University Meerut (Full-Time).
- Post Graduate Diploma in Management-PGDM specialization in Finance and Accounting from Institute of Management Technology (IMT-CDL) Ghaziabad.

**TECHNICAL QUALIFICATIONS:**

- SAP-FICO
- Tally ERP 9 with GST
- Oracle cloud ERP
- MS Office
- Operating systems: windows XP, 7, 8 & 10

**INTEREST AND ACTIVITIES:**

Travelling & Reading, Running/Jogging, Listening Music, Like to meet with new people and maintain long good relationship with them.

**PERSONAL DETAILS:**

Father's Name : Sh. Devi Sharan Sharma  
Marital Status : Single  
Nationality : Indian  
Languages Known : Hindi and English  
Address : Plot No. 17 Bank Colony Govindpuram Ghaziabad 201013

**(LALIT SHARMA)**