

SANJAY SHARMA



CONTACT

📍 Rohini, Delhi

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🎂 DOB 1975

OBJECTIVE

Objective: To join such an organization where my knowledge would be polished each & every moment and my greed for conquering and achieving new heights would be fulfilled with commitment and dedication.

SKILLS

- GST - Filing, TDS Filing, PF-ESI Filing

GSTR-1 - Outward Supply (Sales)

GSTR-2 — INWARD Supply (Purchased Auto)

GSTR-3B — Summery or Outward and Inward Supply & Payments or Liability

Maintaining Financial Accounts of the Company

Debtors and Creditors reconciliations

Reconciliations of bank & Preparing sales invoices to upkeep of an accurate accounts filling system

Credit control

Closing of books of accounts, Balance Sheet

Preparing TDS & GST Entry

Overseas Remittance

IT Return & TDS Certificate Download

LANGUAGE

- ✓ Hindi, English

EXPERIENCE

Safexpress Pvt Ltd

Manager - Accounts

(A leading SCM / Logistics Company in India)

May 18 - Till Date

CSAV Group Agencies India Pvt Ltd

Asst.Manager - Delhi

(One of the oldest shipping Company in the world)

July 2003 - April 2018

Geodis Overseas Pvt Ltd

Sr. Accounts Executive

(A French based Freight Forwarding company)

April 1996 - June 2003

EDUCATION

Delhi University

B.Com

1995

NIMS - Delhi

MBA Finance

2000

COMPUTER PROFICIENCY

Diploma in computer application from Vision Computer

MS-Office (MS-Word, Excel, Power Point)

Internet Fundamentals

Tally- 7.2 , 9.2, Busy and online ERP, Globe, Nautilus etc.

Signature: _____
Sanjay Sharma