



ASHISH SHARMA

ACCOUNTANCY & BOOKKEEPING

Objective: -

To seek for a challenging growth-oriented position in a progressive organization where I could contribute to the organization's success not only by my technical expertise but also through my innovative ideas and desire to achieve excellence in whatever I do.

Education: -

Masters of Commerce (M. Com)

Himachal Pradesh University - NSCBM Govt. College, Hamirpur, H.P.
(April 2014 to May 2016)

Bachelors of Commerce (B. Com)

Himachal Pradesh University - NSCBM Govt. College, Hamirpur, H.P.
(April 2011 to March 2014)

Senior Secondary 12th in Commerce

Himachal Pradesh Board – Govt Sr. Sec. School Jhiralri -Hamirpur, H.P.
(April 2010 to March 2011)

Work Experience: -

Senior Accountant (Central Africa DRC)

Acokin Group (Currently working from April-21)

Accounts Receivable & Payable (Tally ERP 9 & Apxert)

- Performing & review the daily basis entries in Tally & Apxert (JV, BR, BP, Etc.)
- Verifying the Site expense / Supplier invoices with supporting document then processing for payment. (Purchase, Cash, Supplier invoice) & advance payment.
- Closing Entry, Reconciliation of accounts in order of facilitate monthly closing.
- Preparing the reports of Payables & Receivables for management requirement.
- Coordination with Sale & Management team for related to finance task.
- Managing & verify the loan, advance & salary of local employees / contractor.
- Checking the Import purchase & costing supporting document then process.
- Verify the physical inventory & cash verification document on monthly basis.
- Follow-up with consultant for VAT & IPR. INSS filing & submission amount.
- Prepare the profit & Loss on monthly with location wise reviewing profitability.
- Participate in preparation of P&L, Balance sheet, financial statement.

Personal Data: -

DOB: -31/08/1994

Sex: - Male

Nationality:- Indian

Marital Status:
Unmarried

Contact Information:

Email:-

ashishsharma1994pk@gmail.com

Mobile: -

+243-820048840

+91-8219112728(Whatsapp)

Languages

Known: -

English, Hindi, Pahadi,

Hobbies:-

Trekking & Travelling.
Mounting, Sports, Biking

Social Work: -

Distt Youth & Service
Hamirpur (HP) & NYK

Youth Volunteer-(2012-16) 5 yr. Experience)

Achievement: -

(State Award)
(Bharat Scouts & Guide)

Preferences: -

Location: - Willing to Relocate.

Passport No: -

P5642858

Senior Accounts Executive

Wave Group (Dilbird) - (January 2019 to March 2021)

Accounts Receivable & Payable (SAP FICO & Oracle ERP)

- ❖ Performing daily basis entries in SAP/Oracle ERP (JV, BR, BP, WCR, all type entries)
- ❖ Verifying the vendor/staff invoices with supporting document and then processing for payment. (Like Purchase, cash, staff conveyance invoice) & advance payment.
- ❖ Reconciliation the accounts (Bank/Vendor) in order of facilitate monthly closing.
- ❖ Preparing the reports of Payables & Receivables transactions for Management.
- ❖ Calculation of refund/delay interest in case of litigation with other MIS reports.
- ❖ Coordination with CRM team regarding customer details & update the customer details in system for monthly billing processing.
- ❖ Verifying & review customer document & provide the NOC for registration.
- ❖ Prepare the GST/ TDS calculation on monthly basis or coordination with Tax consultant (Professional Tax, PF, and ESIC) for filing return & payment.
- ❖ Participate in preparation of P&L, Balance sheet, final account

Accounts Executive

DLF Hyde Park (SSPJ & Co.) - (December 2017 to December 2018)

Accounts Receivable & Payable (Tally.Erp)

- ❖ Book keeping, all Expense & Purchase invoice update in accounts books.
- ❖ Reconcile the weekly Bank & other vendor Accounts in order of month end closing.
- ❖ Prepare MIS reports total sale (CAM) & purchase data share to Management Team.
- ❖ Prepare the calculation of GST, TDS process for payment coordinate with tax consultant.
- ❖ Verify purchase invoice checking & process for payment approval.
- ❖ Solve the customer quires regarding CAM & financial transaction.

Accounts Executive

Trues Steel Pvt Ltd - (June 2016 to December 2017)

Accounts Receivable & Payable (Tally.Erp)

- ❖ Verify the purchase & staff invoice update in accounts books.
- ❖ Preparing sale invoice with supporting document.
- ❖ Preparing Credit Note, Debit Note, with hardcopy filing.
- ❖ Reconcile the weekly Bank & other vendor Accounts in order of month end closing.
- ❖ Prepare MIS reports total sale & purchase data share to Management Team.
- ❖ Update item price in system. & Coordination with Company CA for GST Filing.

Skills / IT Skills: -

- Tally (3 Year)
- Sap Fico (2 Year)
- Oracle ERP (2 Year)
- Microsoft office (5 Year)
- DCA Form HIIT Hamirpur (H.P) in 2016
- 1st Add on Course from Govt College (HP. University)
- Apart Software ERP .

Competencies: -

- Honesty & Professionalism towards work.
- Good communication skills.
- Good Grasping Power.
- Adaptable with organizational work culture.

Declaration: -

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

Place: -

ASHISH SHARMA

Date: -

(Signature)