

RAJESH SHARMA

House No-1406 Laxmi Bai Nagar New Delhi

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FINANCE & ACCOUNTS PROFESSIONAL

STRENGTHS & PROFESSIONAL EXPERTISE

- 15 years of professional experience in financial accounting i.e., Accounts payable, general accounting (GL) & Reconciliation (supplier, contractor) & taxation.
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Problem-solving abilities - Quick learner.
- Can work in a paperless environment.

CURRENT ORGANIZATION: FLASH LOGISYS GLOBAL PRIVATE LIMITED

Company Info: FLASH LOGISYS GLOBAL PRIVATE LIMITED is a Freight Forwarding and Custom House Agent Situated in North Delhi.

Finance exécutive : From Dec-2021 to Till Date...

- Preparing invoices & journal entries complete with documentation for all transactions.
- Reconciling Bank & advances on a monthly basis.
- Preparing TDS Return sheet for filling.
- Monthly preparing Debtors and creditors statements.
- Online Payment of GST Challan/TDS/Income tax/Advance Tax.
- Preparing GST Reconciliation and filling out the return
- Banking-all cheque-related matters, correspondence with the bank.
- Handling Imprest & patty cash.
- Preparing Outward Remittances papers & correspondence with the bank.

PREVIOUS ORGANIZATION:(BIPIN KUMAR)Civil Construction.

Company Info: Civil Contractor & Manpower Supply Situated in South Delhi.

Finance exécutive : From Jan-2020 to Nov-2021

- Preparing invoices & journal entries complete with documentation for all transactions.
- Reconciling Bank & advances on a monthly basis.
- Preparing TDS Return sheet for filling.
- Monthly preparing Debtors and creditors statements.
- Online Payment of GST Challan/TDS/Income tax/Advance Tax.
- Preparing GST Reconciliation and filling out the return
- Banking-all cheque-related matters, correspondence with the bank.
- Handling Imprest & patty cash.

PREVIOUS ORGANIZATION: (Glaxo SmithKline Consumer HealthCare Ltd.) Off Role..

We are one of the world's leading research-based pharmaceutical and healthcare companies. Headquartered in the UK, we are a global organization with offices in over 100 countries and major research centers in the UK, USA, Belgium, and China.

Finance exécutive : From Jan 11- Dec 2019

Accounts payable (P2P) SSC team (Taxation).

Accounts payable (SSC Team)

Job Responsibilities:

Accounts Payable

- All types of Services & Inventory Payments of GSK factories. (DOA & DOB).
- Looking over accounts payable
- Coal Payment.
- Ensure the compliances like TDS, CST, VAT & Services Tax & process the bill as per SLA.
- Payment group confirmation on daily basis.
- Manual reconciliation to set off the Advances of Suppliers.
- Keep the monthly provision of GIT.
- Keep the provision of services bills as per detail received from the user department.
- Provide the bill adjustment advice to the parties.

- Handle the escalation & queries of the suppliers & the concerned department.
- Issuance of form 'C' on a quarterly basis.

Taxation in the supporting role

- Responsible for handling and taking care of all TDS and Service Tax-related matters till finalization.
- Responsible for handling and taking care of all VAT and Excise Tax-related matters till finalization.
- Month-end closing activities

Reports & Audits:

- Generate GIF pending reports on a daily basis for all three locations.
- Inventory report.
- Creditors Ageing.
- MIS for the pending cases & escalated cases.

PREVIOUS ORGANIZATIONS: Eagle Maritime private Ltd.

Company Info: EAGLE MARITIME PRIVATE LIMITED is a Freight Forwarding and Custom House Agent Situated in South Delhi.

Finance Assistant: From July -08 to Jan-11

Accounts payable, GL accounting, and others.

Accounts payable & Employee reimbursement.

- Responsible for handling and taking care of all TDS and Service Tax-related matters till finalization.
- Responsible to handle Imprest adjustments of all port staff including Norms Expenses.
- Preparation and finalization of Balance Sheet Matters with the concern of our Financial Heads.
- Direct dealing with all documentation staff of Imports, Exports, and Consolidation for all documentary requirements.
- Handling Imprest & petty cash.

Three Aces Global Logistics Private Limited.

- Responsible for handling and taking care of all TDS and Service Tax-related matters till finalization.
- Responsible to handle Imprest adjustments of all port staff including Norms Expenses.
- Preparation and finalization of Balance Sheet Matters with the concern of our Financial Heads.
- Direct dealing with all documentation staff of Imports, Exports and

SOFTWARE SKILLS

- SAP.
- ERP (Oracle) JDE Edwards.
- Workflow (case management)
- Tally 9.0 & 7.2 Prime
- Busy 3.6

ACADEMIC QUALIFICATION

- M.B.A in Finance from the Sam Higginbottom University of Agriculture.
- Bachelor of Commerce from Delhi University.
- Senior Secondary (10+2) From C.B.S.E New Delhi.

HOBBIES & INTERESTS

- Playing & watching Cricket.
- Listening music.
- Gardening

PERSONAL INFORMATION

Father's Name : Shri Jagadish Prasad Sharma
 Date of Birth : 04-03-1984
 Marital Status : Married.
 Language Known : Hindi, English
 Passport Number : W7099826
 Nationality : Indian

(RAJESH SHARMA)