

ARUN KUMAR SHARMA

**B-27/1, BUDH VIHAR PH-II
DELHI-110086,
M: 8010116142
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OBJECTIVE

- Intend to build a carrier with leading Corporate of Hi-Tech environment with Committed & dedicated people which will help to explore myself fully and realize my potential in Accounts & Finance Sector.

PERSONAL VISION:

- Rules, Disciplines & Hard Work Makes Good Professional.

ACADEMIC QUALIFICATION

- MBA(Finance) Post Graduate From Sikkim Manipal University in 2012.
- B.Com (P) Graduate From Delhi University in 2009
- Passed 12th From C.B.S.E Board in the year 2005.
- Passed 10th From C.B.S.E Board in the year 2003.

TECHNICAL SKILLS

- Knowledge of MS Office, Internet, Outlook
- Knowledge of TallyERP. 9.0
- Knowledge of Logisys Software
- Knowledge of Catus Software (Currently Using)
- Typing Speed 45 W.P.M.

WORK PROFILE

Currently working with Trans Continental Freight Logistics India Pvt. Ltd.(Freight Forwarder) at Mahipalpur, New Delhi as Senior Executive of Accounts and Admin from September 2017 to till date.

Roles & Responsibilities :

Accounts Work :

- Makes Bank Reconciliation on daily basis.
- Issued Cheque/Pay Orders for Airline D.O and S/Line.
- Custom Duty Payment
- Booking of Overseas Bills.
- Booking of Freight Forwarder Bills, Transporter Bills, CHA Bills.
- Manage Debtors & Creditors.
- Makes payment of Vendors, Rent and other utility bills timely.
- Makes Profit Sheet on Monthly Basis.
- Updation of Cash Entries on daily basis.
- Prepare data for TDS & GST and send to CA.
- Finalization and preparation of records for balance sheet and Profit & Loss A/c

➤ Admin Work :

- Make Proper Records of All Employees
- Responsible for Repair & Maintenance or for other requirement of office.
- Makes Attendance Data records on Monthly Basis.

Working with Korean Beauty Cosmetics Pvt Ltd (Cosmetics Traders) - This is the other separate company of Trans Continental Freight Service India Pvt Ltd from May 2019 to till date.

Roles & Responsibilities :

Accounts Work :

- Maintain Stock Register.
- Raise Invoices to the Parties.
- Maintain Sales and Purchases.
- Prepare data for TDS & GST and send to CA.
- Regular reconciliations of bank and general ledger
- Arrange to send stock to Parties as per their requirement (E.g Nykaa, Maccaron)
- Payment Follow up.
- Making Payment to Vendors

Worked with Bluebean Logistics Pvt. Ltd.(Custom House Agent) at Mahipalpur, New Delhi as Senior Executive of Accounts and Admin from August 2013 to September 2017

Worked With M/s Universal Navigation Pvt. Ltd.(Freight Forwarder), Netaji Subhash Place, New Delhi as an Accountant from May 2011 to July 2013

Worked With M/s Iworld Business Solutions India Pvt. Ltd.,(Apple Products Trader & Distributor) at South Ext, New Delhi as an Accountant from October 2007 to April 2011

Worked With M/s Aggarwal & Vikram & Associates Chartered Accountants at Azadpur, New Delhi, as an Account Assistant from May 2005 to September 2007

STRENGTH

- Ability to learn, Honest & Hard Working

HOBBIES

- Travelling, Listening to Music.

PERSONAL ATTRIBUTES

| | | |
|----------------|---|-------------------------------|
| Name | : | Arun Kr. Sharma |
| Father's Name | : | Sh. Rajpal Sharma |
| Date of Birth | : | 18 th January 1988 |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Language Known | : | Hindi & English |

Place: New Delhi

Date : (Arun Kumar Sharma)