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**BHARAT BHUSHAN SHARMAWZ-501, Street No-17,   
Sadh Nagar, Palam Colony,   
New Delhi-110045  
Contact: 09910890376**

**E-mail Id: kaushik.bks@gmail.com**

**OBJECTIVE:**

**Seeking a position as a Manager Accounts where extensive experience will be further developed and utilized.**

**CAREER PROFILE:**

* **Detail-oriented, efficient, and organized professional with extensive experience in accounting systems.**
* **Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.**
* **Excellent written and verbal communication skills.**
* **Highly trustworthy, discreet, and ethical.**

**EXPERIENCE:   
BestServe Logistics, New Delhi, August 2021 to till date - Manager Accounts**

* **Managed Cost & Revenue Sheet.**
* **Managed rates from Forwarders, Shipping Line & NVOCC.**
* **Managed import shipments – Air & Sea Both.**
* **Managed vendor accounts, generating weekly on demand cheques.**
* **Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.**
* **Ensured compliance with accounting deadlines.**
* **Prepared company accounts and tax returns for audit.**
* **Prepared Monthly challan of GST and Monthly Returns.**
* **Prepared Monthly challan of tds and quarterly tds return.**
* **Coordinated monthly payroll functions for 15+ employees.**
* **Liaised with bankers, insurers, and solicitors regarding financial transactions.**
* **Coordinate with auditors for finalization for Balance sheet.**
* **Reconciliation of Sundry Debtors and Sundry Creditors.**
* **Prepared Remittance and Co-ordinate with overseas Debtors & Creditors.**
* **Prepared Invoices and job cost sheet.**
* **Remittance and Co-ordinate with overseas Debtors & Creditors.**

**EXPERIENCE:   
Meraki Shipping India Pvt Ltd, Okhla, New Delhi, December 2018 to July 2021 Manager Accounts**

* **Managed vendor accounts, generating weekly on demand cheques.**
* **Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.**
* **Ensured compliance with accounting deadlines.**
* **Prepared company accounts and tax returns for audit.**
* **Prepared Monthly challan of GST and Monthly Returns.**
* **Prepared Monthly challan of tds and quarterly tds return.**
* **Coordinated monthly payroll functions for 35+ employees.**
* **Liaised with bankers, insurers, and solicitors regarding financial transactions.**
* **Coordinate with auditors for finalization for Balance sheet**
* **Reconciliation of Sundry Debtors and Sundry Creditors.**
* **Prepared Remittance and Co-ordinate with overseas Debtors & Creditors.**
* **Prepared Invoices and job cost sheet.**
* **Remittance and Co-ordinate with overseas Debtors & Creditors.**

**EXPERIENCE:   
Bellatrix Logistics India Pvt Ltd, Okhla, New Delhi, December 2017 to December 2018-Assistant Manager Accounts**

* **Managed vendor accounts, generating weekly on demand cheques.**
* **Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.**
* **Ensured compliance with accounting deadlines.**
* **Prepared company accounts and tax returns for audit.**
* **Prepared Monthly challan of GST and Monthly Returns.**
* **Prepared Monthly challan of tds and quarterly tds return.**
* **Coordinated monthly payroll functions for 25+ employees.**
* **Liaised with bankers, insurers, and solicitors regarding financial transactions.**
* **Coordinate with auditors for finalization for Balance sheet**
* **Reconciliation of Sundry Debtors and Sundry Creditors.**
* **Prepared Remittance and Co-ordinate with overseas Debtors & Creditors.**
* **Prepared Invoices and job cost sheet.**

**EXPERIENCE:   
KAIZEN SHIPPING PVT LTD., NEW DELHI, September 2009 to November 2017-Assistant Manager Accounts**

* **Managed vendor accounts, generating weekly on demand cheques.**
* **Managed financial departments with responsibility for Payroll, Accounts Payable and Receivable.**
* **Ensured compliance with accounting deadlines.**
* **Prepared company accounts and tax returns for audit.**
* **Prepared Monthly challan of Service tax and half yearly service tax return.**
* **Prepared Monthly challan of tds and quarterly tds return.**
* **Coordinated monthly payroll functions for 20+ employees.**
* **Liaised with bankers, insurers, and solicitors regarding financial transactions.**
* **Coordinate with auditors for finalization for Balance sheet.**

**EMU LINES PVT LTD, NEW DELHI,2006 to 2009  
Accounting Assistant**

* **Managed accounts payable, accounts receivable and vendor payments.**
* **Prepared Monthly challan of Service tax and half yearly service tax return.**
* **Prepared Monthly challan of tds and quarterly tds return.**

**EDUCATION:   
B.com Pass:   
Delhi University, New Delhi, 2000-2004**

**12th (Commerce)**

**CBSE Board Sarvodaya Bal Vidyalaya, Palam Colony, New Delhi**

**COMPUTER SKILLS:   
Microsoft Word, Excel, Outlook Express, Microsoft Windows XP, Tally ERP 9.**

**PERSONAL DOSSIER**

**Date of Birth: 08th April 1983**

**Address: WZ-501, Street no-17, Palam Colony, New Delhi-45**

**Marital Status: Married**

**Nationality: Indian**

**Linguistic Proficiency: English & Hindi**

**Current CTC: 65000/-PM**

**Place: New Delhi (Bharat Bhushan Sharma)**