

CURRICULUM VITAE

GAURAV SHARMA

(Sr. Accounts Executive)

Results-oriented Senior Account Executive with experience strengthening customer relationships and promoting company offerings. Strong active listening and persuasion skills. Adaptable and motivated by new challenges.

➤ Educational Qualification: -

- B.Com Hons: Accounting and Finance Passed from University of Delhi, Delhi in 2020
- 12Th Passed from S.K.R. Public School, Inderpuri, New Delhi (CBSE) in 2017
- 10Th Passed from S.K.R. Public School, Inderpuri, New Delhi (CBSE) in 2015

➤ Technical Skills: -

- ✓ Diploma in E-Accounting from well reputed institute Oxford Software Institute located at Rajouri Garden, New Delhi.
 - Tally ERP9, Marg Software, Webtel, MS Office.
- ✓ Diploma in Computers from NICS located at Inderpuri, New Delhi.

Working Experience :

❖ **Cogoport Pvt Ltd (since Oct 2021)**

I'm currently working as a Sr. Account Executive in Cogoport Pvt Ltd since Oct 2021. I have done many accountings work in this organisation with efficiently and effective manner.

- Bookkeeping in tally ERP9 and Sage Software.

➤ **Vendor Management:**

- Reconciliation of vendor ledger
- Ensure all the invoices are recorded in system as per SOA.
- Follow ups for vendor invoices to record in our system/Books.
- Payment Processing.

➤ **Auditing: -**

- Worked with shipping line companies domestic and international agents like Maersk, HMM, Evergreen, Sea Shipping, A2S Logistic Thailand and Malaysia, Dolphin logistics, Fast Logistics etc.
- Ensure all cost are booked in system/books of particular shipment.
- Ensure all incomes are generated in the system for respective cost.
- Ensure the profitability of the shipment.
- Follow ups with Supply team, Service Ops for excess cost received from Shipping line, Domestic vendors and International Agent.
- Prepare master sheet of job profitability on daily basis.

➤ **Taxation and Compliances: -**

- ✓ **Tax Deducted at Source (TDS)**
 - Ensure all purchases and expenses are recorded in books.
 - Preparation of TDS working file and deposit before due date.

✓ **Goods & Service Tax (GST)**

❖ **GSTR 1 :**

- Ensure all Sales is generated in the books.
- Preparation of GSTR1 working file and matched with the Trial Balance.
- Deposit before due date.

❖ **GSTR 3B:**

- GSTR 2B from GST portal.
- Compare GSTR 2B and system generated report of GST.
- Preparation of GSTR 3B working file and deposit before due date.

➤ **Foreign Remittance: -**

- Ensure all agent cost is booked as per SOA received from international agent.
- Ensure duplicate payment, cost booking.
- Preparation of Payment file, Form 15CA and documents to process the foreign remittance.
- Co-ordinate with the bank to process the payment, if any observation from bank then clear the observation timely.
- Employed proactive and collaborative approaches to strengthen relationships and manage customer needs.
- Obtained pricing deals, negotiated contracts, and solidified beneficial agreements.
- Facilitated account acquisition team progress, setting monthly targets and goals for revenue and customer satisfaction.
- Managed and mentored team of account executives.
- Prepared documentation finalized sales and maintained records.
- Bookkeeping, Ledger Reconciliation, Payment Processing, Cash Handling, Monitored Sales Stores for cost booking and payment.
- TDS Deposit on time, TDS working.
- Marg Inventory software training and guidance to Store managers and Billing Operator.

❖ **Modern Mart Pvt Ltd (Aug 2020 to Sept 2021)**

This is my first organisation after graduation, I have learned practical knowledge of accounting, taxation, and compliances.

1. Recording of entries in books, bookkeeping, Balance Sheet finalisation.

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➤ Skills: -

- Order Management
- Accounting Servicing
- Vendor and Customer Satisfaction
- Vendor Management
- Business Development

➤ Personal Details: -

- Father's Name: Mr. Mathura Prasad Sharma
- DOB: 11/10/1999
- Marital Status: Unmarried
- Address: F 526 Budh Nagar, Inderpuri, New Delhi-110012
- Email ID: gs044029@gmail.com
- Contact Number: 9911209431

(Gaurav Sharma)