|  |  |
| --- | --- |
| **VARSHA SHARMA** | **M: +91-9354015173**  **E :**[sharmaa.varsha2023@gmail.com](mailto:sharmaa.varsha2023@gmail.com) |

**CAREER OBJECTIVE**

Looking for competitive and challenging job, which will be beneficial to both, the organization and myself by speedy implementation of professional knowledge and experience into actions where I can prove my technical and functional expertise and work towards the growth of the organization.

**EDUCATION**

* B.com From DELHI University in year 2019.
* Intermediate from CBSC Board in year 2016 with an aggregate 74%.
* High School from CBSC Board in year 2014 with an aggregate 82.56%.
* Pursuing CMA Intermediate From ICMAI

**PROFESSIONAL EDUCATION**

* Financial Accounting From IICS in the year 2017

**WORK EXPERIENCE:**

**Senior Accountant**

**Outpace management India Pvt. Ltd.**

**(October 2022 to December 2023)**

 Manage all accounting transactions in tally.

 Reconcile accounts payable and receivable.

 Prepare GSTR3B & GSTR1 data & Compute taxes and prepare tax returns.

 Filing Monthly GSTR1 and quarterly GSTR3B return.

 Prepare Salary sheet of all departments.

 Prepare Gst invoices of all departments.

 Coordinate for EPF & ESI return.

 Manages all the important documents in office file.

 Search new tender on Gem Portal.

 Regularly update of Tender status.

 Reconcile TDS sheet and coordinate with departments.

**ACCOUNTANT**

**MAHATI RETAILS PRIVATE LIMITED**

(December 2020 to October 2022)

**Job Responsibilities:**

* Maintaining Accounting records with **Tally ERP.9.0**
* Making payment to Vender and collection of payment from client on time (as per due dates)
* Maintaining Stock in Shoper 9.
* Filing GST monthly and quarter return.
* Follow up with brand for monthly commission.
* Solving vender/client Query relating to accounts.

**JUNIOR ACCOUNTANT**

**USMANI & ACCOCIATES**

(September 2018 to November2020)

**Job Responsibilities:**

* Booking of all Purchase, sales and expense voucher day to day basis.
* Maintaining Accounting records with **Tally ERP.9.0**
* Prepare Data for GST return and filing GST monthly and quarter return.
* Monthly Reconciliation of Vender, debtors ageing to manage with credit control.
* Online banking with reconciliation along with manage banking as per day to day requirement basis.
* Making payment to Vender and collection of payment from client on time (as per due dates)

**JR.ACCOUNT EXCUTIVE**

**KHANDELWAL JAIN & CO.**

(Feb 2017 to Apr 2018)

**Job Responsibilities:**

* + Meet clients’ needs latest by deadlines allotted to such needs
  + Manage account of the clients and also handle their invoicing
  + Check consistently and report in details, the progress recorded on campaigns
  + Negotiate on behalf of the organization with the client
  + Solve all the problems clients may report on and intimate the senior account executive of those problems he/she finds difficult to handle

**STRENGTHS**

* Able to work in a team
* Good Communication Skills
* Active learning and critical thinking

**HOBBIES**

* Reading and Net surfing.
* Planning before work start

**TECHNICAL SKILLS**

* **MS Word,Tally ERP,Saral Accounts,Shoper 9**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Current Address | B -54, Rampuri ,Surya nagar UP- 201011 |
| Father’s Name | YASHPAL SHARMA |
| Nationality | INDIAN |
| Gender | FEMALE |
| DOB | 22 may 1998 |
| Marital status | MARRIED |
|  |  |

I solely declare that the above mentioned facts are true in best of my knowledge.

Date: ………………….

Place: ………………… *(VARSHA SHARMA )*