




## Atul Sharma

**Mob**  : +91- 8700687754

**Email**  : [atuldriftking@gmail.com](mailto:atuldriftking@gmail.com)

**Objective:** As I strongly believe in doing hard work with commitment, I wish to have the opportunity to serve in any industry/private organization.

### Education:

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- ❖ 10th Passed from CBSE Board
- ❖ 12th Passed from CBSE Board
- ❖ Pursued B.Com (Prog.) from Delhi University.
- ❖ Pursuing M.Com from Delhi University.

### Work Experience:

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- ✓ Worked with M/s Rathi TMT Saria Pvt Ltd, New Delhi as an Accountant from 23 August 2016 to 27 June 2019.

**Responsibilities:-**

- ✓ Handles billing (Sale & Purchase) in Tally.
  - ✓ Handles Journal Vouchers and cash book in Tally
  - ✓ Bank entries and reconciliation in Tally.
  - ✓ Entry of ledgers accounts of Creditors and Debtors in Tally.
  - ✓ Handles contractors billing and payments.
  - ✓ Handles routine banking activities and co-ordination with banks.
  - ✓ Handles legal disputes and litigation upon company.
  - ✓ Handles RoC related works.
  - ✓ Preparing the files and documentation in MS Excel and MS Word.
  - ✓ Follow ups with other works with all staff and management.
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- ✓ **Worked with M/s Air Affaire Travel and Tours Pvt. Ltd, New Delhi as Head Accountant from 22<sup>nd</sup> July 2019 to 31<sup>st</sup> May. 2025.**

**Responsibilities:-**

- ✓ Handles GST billing (Sale & Purchase) in Tally ERP9/ Prime.
- ✓ Cooperate internet banking management work.
- ✓ Handling of online banking & Dealing with Bank Regarding Clearing of Cheques.
- ✓ Properly maintain all records of accounts including voucher and files.
- ✓ Preparation of MIS on monthly basis.
- ✓ Expert in Hissab.
- ✓ Handles Journal Vouchers and cash book in Tally
- ✓ Bank entries and reconciliation in Tally.
- ✓ Entry of ledgers accounts of Creditors and Debtors in Tally.
- ✓ Handles vendors billing and payments.
- ✓ Handles routine banking activities and co-ordination with banks.
- ✓ Handles legal disputes and litigation upon company.
- ✓ Handles RoC related works.
- ✓ Prepare and file local compliance reporting as necessary.
- ✓ Secures financial information by completing database backups; keeping information confidential.
- ✓ Preparing the files and documentation in MS Excel and MS Word.
- ✓ Follow ups with other works with all staff and management

## **Computer skills:**

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- Ms-office (Word, Excel, Power-Point).
- Internet (e-mail, receiving, sending, downloading etc) outlook express.
- Good knowledge of Computer.
- Good knowledge of Tally ERP/Prime
- Internet – Promote social pages, Creative arts on social apps.
- Other Accounting software.

## **Typing Skills:**

- English typing speed – 60 w.p.m

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## **Personal information:**

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Father's Name	:	Lt Shri Surender Kumar Sharma
Date of birth	:	9 <sup>th</sup> – October–1998
Nationality	:	Indian

Religion : Hindu  
Marital status : Single  
Languages known : Hindi / English  
Hobbies : Developing Tech/ Collect Information  
Playing all Sports, Communication in English Language

## **Self Declaration:**

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I hereby declare that the above mentioned particulars and details are true and correct to the best of my knowledge and belief.

*Atul Sharma*

**Place :**

**Dated :**