

Sharad Kumar Sharma

(MBA –Finance, M Com.)

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DEPUTY MANAGER ACCOUNTS WITH 17 YEARS EXPERIENCE

JOB OBJECTIVE:

Seeking a position in a well-reputed organization that utilizes my skills and abilities and that offer professional growth while being resourceful, innovative and flexible.

ORGANISATIONALEXPERIENCE

APOLLO GREEN ENERGY LIMITED- Gurgaon (Haryana)

Company Profile: Apollo Green Energy Limited (AGEL) provides diversified services. The Company offers logistics solutions, marketing and distribution of tires, tubes, flaps, and rims, as well as exports leather garment and accessories. AGEL serves customers worldwide.

Duration : 03.11.2023 to till Date.

Designation : Deputy Manager Accounts.

Responsibilities:

- Handling of Account payable And Account receivable.
- Handling GST working (3B & GSTR-01) and reconciliation of 2A & 2B with Vendors.
- Handling Bank reconciliation.
- Handling closure of BRC, Bill of Entry, EFIRC etc.
- Working on advance License, EPCG, RoDTEP, Duty drawback etc.
- Working on LC, BG, Buyer's credit, supplier credit, term loans etc.
- Making monthly stock statement for the DP.
- Working on EEFC and PCFC accounts with restatement of books.
- Calculation of Finance cost for MIS purpose.
- Making daily fund position for management reporting.
- Handling Import/ Export Accounting.

PNC INFRATECH LTD.–AGRA (Uttar Pradesh)

Company Profile: PNC Infratech Ltd is engaged in the construction of highways, runways, bridges, flyovers, power transmission lines and more. PNC Infratech Ltd has a track record of successfully executing several public sector construction projects on time.

Duration : 09/07/2018 to 02.11.2023.

Designation : Assistance Manager Accounts.

Responsibilities:

- Handling of Account payable And Account receivable.
- Handling of Assets Accounting.
- Working of MIS and reporting to Higher Management.
- Checking of Vendor bills for Payment.
- Working of direct & indirect Tax. (GST & Income Tax)

ORGANISATIONAL EXPERIENCE

VACMET INDIA LTD. – AGRA (Uttar Pradesh)

Company Profile: Vacmet is a leading producer of Polyester, BOPP, Specialty Coated and paper. Vacmet exports to more than 70 countries world-wide. Vacmet has been recipient of Awards for Highest Exports from Ministry of Commerce, Government of India

Duration : 05/01/2015 to 07.07.2018

Designation : Sr. Officer- Accounts

Responsibilities:

- Maintenance Books of Account of Import & Export.
- Daily reporting overdue payments of Export Customer & Vendor and Credit analysis.
- Analysis of Interest calculation of C/C A/c, Foreign Loan's, Term Loan, Buyer Credit, Suppliers Credits and F.D.R.
- Scrutiny of ledger accounts.
- Actively Involved in MIS Working.
- Solving Auditors Queries on Various Issues.
- Checking GRN with term & condition as per P.O. of import Vendor.
- Working experience in GST.
- Knowledge of import documentation.

ORGANISATIONAL EXPERIENCE

KOTSONS PVT. LTD. – ALWAR (Rajasthan)

Company Profile: One of the largest manufacturer companies in India of Single Phase, Three Phase, and Power Transformers & Dry Type transformers. The organization of Kotsons enjoys working with prestigious certification of ISO 9001 & 14001. Aw also largest exporter govt. of India certified as a Recognized Export House.

Duration : 14/12/2007 to 03/01/2015

Designation : Accounts Officer

Responsibilities:

- Maintaining Service Tax, Sales Tax, TDS, VAT, Import & Export related work.
- Finalisation Balance sheet working.
- Maintaining Fixed Asset Register.
- Checking of all vouchers (Purchase/Journal/Bank & cash)
- Maintain up to date position of Sundry Debtors and Creditors.
- Bank works –LC, BG, Bill discounting (Domestics & Export)
- To make co-ordination with the customers and the company.
- Checking GRN with term & condition of P.O.
- Verify P.O. with Billed amount. & ensuring compliance with all term & condition of P.O.
- Accounting of inter unit transfer, preparation of debit/credit note.
- Supervision of inventory at store as well as site, making accurate valuation of consumption & checking inventory.
- Assisting to deposit the TDS & Sales Tax in different state under consultancy of our tax Consultants.
- Co-ordinating with the auditors for audit & preparing monthly/quarterly/yearly schedule for audit.
- Reconciliation of all bank accounts and verification of supplier balances

AREA OF EXPERTISE

- In depth Computerised knowledge with all the leading Financial Accounting Software. **SAP, Image & Tally**
- MS-Word, Excel, Corel Draw, Page Maker, Photoshop & Internet operation with Outlook Express.
- Working Knowledge of Rajasthan & Delhi VAT & Central Sales Tax.
- Fair idea about Computer hardware components & Software.

LANGUAGES KNOWN

Speak

Hindi

Read

Hindi
English

Write

Hindi
English

STRENGTHS

Accounting, Organizational Skills, High Computer Literacy, Hardworking, Punctuality, Discipline & Honesty.

PERSONAL DETAILS

Date of birth	- 01-03-1985
Father's Name	- Shri Om Niwash Sharma
Father's Occupation	- Government Servant
Mother's Occupation	- Housewife
Marital Status	- Married.
Permanent Address	- 06 Rena Tehsil Road

Citizenship	- Distt. Firozabad 283203 (U.P.)
Interests	- Indian
	- Travelling & Cricket Playing.

EDUCATIONAL QUALIFICATION:

- **B. Com: -From SRK(P.G.) College –Firozabad 2007**
- **M. Com: -From SRK(P.G.) College –Firozabad 2010**
- **MBA (Finance) From Swami Vivekanand Subharti University –Meerut 2022**

Place: **Gurgaon (Haryana)**

Date:

(Sharad Kumar Sharma)