

# BUNTY SHARMA

## (CMA,B.COM)

**Ph:-** +91-7877234804

**Email:-**

cmabunty3639@gmail.com

**Linked in:-**

www.linkedin.com/in/buntysharma78

**ADDRESS:-** Jaipur,  
Rajasthan,303012

### PROFESSIONAL SUMMARY:-

Dedicated Cost and Management Accountant looking forward to fully utilize my academic and practical knowledge in a well-managed manner for achieving organizational goals that help in achieving personal growth.

### IT PROFICIENCY:-

- MS Office Suite  
( MS Word, MS Excel, MS Power Point)
- Tally ERP 9
- CompuTax
- SAP FICO (Pursuing)

### CERTIFICATIONS:-

- Certificate of merit (CMA Inter)
- Certificate of "PPOP Training"
- Certificate in "Data Science & Analytics" (HP Life)

### EXTRA-CURRICULAR

#### ACTIVITYS:-

- Independently managed large assignments & received **client appreciation** on several projects.
- **Presentations** on various technical topics at the Professional Interns Meeting.
- Responsible for coordinating & **leading team members** for timely & successful completion of various assignments.

### PROFESSIONAL & ACADEMIC QUALIFICATION:-

| Particulars   | Institute                              | Year     | Percentage | KPI'S                    |
|---------------|--|----------|------------|--------------------------|
| CMA–Final     | Institute of cost accountants Of India | DEC.2024 | 51%        | Got Exemption in SCM,CMA |
| CMA–Inter     |  | DEC.2021 | 51%        | Got Exemption in CAA     |
| B.COM         | University of Rajasthan                | 2021     | 49%        |                          |
| Sr. Secondary | State Board                            | 2017     | 80%        |                          |
| Secondary     | State Board                            | 2015     | 72%        |                          |

### PROFESSIONAL WORK EXPERIENCE:-

**Trainee at K.G.Goyal & Company,Jaipur,Rajasthan,303012**  
(April2022-june2023)

|   |   |
|---|---|
| <b>Cost &amp; Management Accounting</b>         | <ul style="list-style-type: none"><li>• Bifurcation of various overhead cost and other cost on the basis of <b>ABC Costing</b>.</li><li>• Conversant with techniques of cost management, reduction that is <b>JIT, EOQ</b>.</li><li>• Reviewed annual <b>Budgets &amp; Forecasts</b> to support strategic decision-making.</li><li>• Conversant with <b>Variance</b> computation and its analysis thereof.</li><li>• <b>Reconciling Profits</b> as per cost records and profits as per Financial Statements.</li></ul>  |
| <b>Financial Reporting &amp; Internal Audit</b> | <ul style="list-style-type: none"><li>• Checked <b>Standard Operating Procedures (SOP's)</b> for adherence to established guidelines.</li><li>• Ensured the proper implementation and adherence to standard operating procedures for <b>Procurement to Pay (P2P)</b>.</li><li>• Check in <b>valuation &amp; verification of inventory</b> as per IND AS-2.</li><li>• Aided the management in identifying <b>slow moving, non-moving &amp; obsolete item</b> for effective working capital management.</li><li>• Check in <b>Depreciation and Capitalization</b> of Fixed Assets as per IND AS-16.</li><li>• Reviewed the prepared and finalized financial statements as per the Financial Reporting Framework and <b>Schedule III</b> of Companies Act, 2013.</li></ul> |
| <b>GST Assignment</b>                           | <ul style="list-style-type: none"><li>• Filled GST Return's <b>GSTR 1 &amp; 3B &amp; GSTR 9</b>.</li><li>• Determination of Block Credits of <b>u/s17(5) of CGST Act,2017</b>.</li><li>• Advised the client for availing Input Tax Credit(ITC) as per <b>Sec.16 of CGST Act,2017</b>.</li></ul>   |
| <b>Other Assignments</b>                        | <ul style="list-style-type: none"><li>• Conducted E-filing of Returns under Income Tax Act,1961.</li><li>• Preparation of Projected Financial Statements &amp; CMA Data required by Banks.</li></ul>  |