

GOURAV SHARMA

ACCOUNTS MANAGER

PHONE | (+91) 9772293188
EMAIL | gouravsharma2040@gmail.com
LOCATION | Jaipur, INDIA
EXPERIENCE | 8 Years 0 Month

Key Skills

- Accounting
- Gst
- Taxation
- Statutory Audit
- Internal Audit
- Auditing
- Data Analysis
- Mis Reporting
- Monthly Reports
- Book Closing
- Tds
- Reconciliation
- Power Bi
- Ms Office
- Excel
- Google Sheets

Certification

- Goods And Services Tax (GST)
- Advance IIT

Languages

- English

Profile Summary

Accounting technician and GST practitioner seeking a Job opportunity in an organization where my excellent knowledge and effective organizational abilities can be fully utilized. -Leadership, Good teamwork, Hardworking, Quick Learner, proactive, creative, timely. Responsible and sincere

Work Experience

Accounts manager

Uniclan Hygiene pvt ltd
11/2024 - Present

- Overseeing all accounting-related tasks, including data reconciliation, financial reporting, and taxation.
- Leading the accounting team and ensuring seamless coordination among departments.
- Managing monthly and weekly book closing to maintain financial accuracy.
- Collaborating with the director on strategic planning for company growth.
- Taking critical financial and operational decisions to optimize company performance.
- Ensuring compliance with financial regulations and tax laws.

Team lead - account receivables

Saadaa sustainable design and technologies pvt ltd
07/2022 - 11/2024

- Managed accounts payable and accounts receivable functions
- Prepared financial statements and reports for management review

- Hindi

Hobbies

- Cricket
- Music

Social links

- https://www.linkedin.com/in/gourav-sharma-b872b8222?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

- Analyzed financial data to identify cost-saving opportunities
- Conducted variance analysis to assess financial performance
- Assisted in budgeting and forecasting processes

Senior Accountant

Thelagaadi pvt ltd

06/2021 - 07/2022

- Implemented a new accounting software that resulted in a 20% improvement in efficiency and accuracy of financial reporting

- Conducted regular financial analysis and forecasting, leading to a 15% increase in cost-saving initiatives

- Streamlined the budgeting process, reducing the time taken by 30% and improving overall accuracy

Accounting Technician

Mrjoss company and taxzeal

05/2019 - 03/2021

deal with accounting problems solving technique

Recon account information and reported figures in general ledger by comparing to bank account statement each month

Financial Accounting Executive

MindSpace Outsourcing Services

10/2017 - 03/2019

deal with international software (quick book, Xero)
Recon accounts and reviewed expense data, net worth, and assets

Internship

Rajvanshi and associates, 36 Months

statutory audit of BANK OF PATIALA (Mumbai),
pollution control Board, PWD Concurrent Audit of
UCO Bank Taxation audit work handled of CEG, NAQ
GLOBAL, and
SHEKHAWATI ART EXPORT

Education

CA FINALIST - Accounting, Auditing, Taxation 2016

Institute of Chartered Accountants of India

M.Com - Commerce 2019

University of Rajasthan , Jaipur

Grade - 9/10

B.Com - Commerce 2017

Rajasthan University

12th 2014

Rajasthan , English

Grade - 73.80%

10th 2012

Rajasthan , English

Grade - 64.83%

Projects

ERP Implementation 3 Months

1. Led a cross-functional team in successfully implementing the ERP system within a tight deadline, resulting in a 20% improvement in overall operational efficiency.

2. Coordinated with key stakeholders to ensure seamless integration of the ERP system, leading to a 15% reduction in process turnaround time.

3. Trained 50+ employees on the new ERP system, increasing user adoption by 40% and reducing the learning curve for the transition.