

CURRICULUM VITAE

Chirag Sharma

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I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

Professional Profile:-

- A focused and result oriented, eager to learn. Looking for opportunities in any industry to grow within and prove myself as a successful professional in the market.
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Academic Credentials :-

Bachelor of Commerce : From New L J Commerce College.

Higher Secondary (10 + 2 Commerce) : Muktajivan Public School.

Secondary School (10th Class) : Phoenix Public School.

Training & Courses:-

- Pursuing CMA (Certified Management Accountant) from Navkar Institute.
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Languages Known :- English, Hindi & Gujarati (Speaking, reading & writing)

Work Experience: -

1. Working as Accounts Executive with M Square Media with effect from February - 2021 to till date.
2. Worked as Accounts Executive with Hindustan Infratech with effect from January – 2020 to October – 2020.
3. Worked as Accounts Intern with K.S. Mehta & Associates with effect from May – 2019 to October – 2019.

Job Knowledge & Responsibilities :-

- Maintaining daily books of Accounts for India and Canada based Entities.
- Accounts Receivables and Accounts Payables
 - Booking of sales invoice
 - Following up for the payment with customers (Canada)
 - Verification & reviewing of the expenses and booking in the books of accounts.
 - Processing the payments and confirming the same to creditors
 - Monthly payments for Contractors in Philippines & Other countries.
 - Monthly payables and receivables reconciliation
 - Monthly travel claim reimbursements processing for the employees
- Bank Reconciliation
- Income Tax Returns - Preparation & Filing for Individuals
- Payroll - Preparation, Review & Documentation for Indian Entity.
- Assisting in finalization of books of Accounts. - For both entities
- Processing of payments from Bank's portal - CIBC, Western Union, ICICI Canada, Axis Bank India.
- Maintaining relevant documents in an organized manner for easy future references.

Software & Other skills :-

- Working knowledge of Accounting softwares - Quickbooks & Tally ERP
- Having knowledge of MS Office (Excel, Word, Etc)
- Knowledge of Income Tax software - Genius
- Critical thinking
- Attention to detail
- Effective communication

● **Personal Details :-**

Name	: Chirag Sharma
Son of	: N K Sharma
Date of Birth	: 1 st March 1998
Marital Status	: Un-married
Education	: Bachelor of Commerce
Nationality	: Indian
Religion	: Hindu
Home Address	: 406, Samarpan Appt 2-D Nr Cadila Bridge, Ghodasar Ahmedabad (Gujarat)

Place : Ahmedabad

(Chirag Sharma)