# RESUME

# VINOD KUMAR SHARMA

**Address** C-197, 2nd Floor, Prashant Vihar,

Sector-14, Rohini, New Delhi-110085

**Mail** vksdhd@yahoo.co.in  
**Telephone** +91-9868871223

**CARRIER OBJECTIVE:**

To pursue a challenging position in the reputed organization, where I can utilize my capabilities & can apply my knowledge with my best effort and learn constantly and honestly.

**ACADEMIC QUALIFICATIONS:**

* **B. Com** (1987) from **Gujarat University** , Gujarat.
* **Higher Secondary** (1984) from HSEB, Gandhinagar, Gujarat.
* **Diploma in Computer** from Apptech, Pitampura, New Delhi.

**SKILS:**

Microsoft Office – Word and Excel etc.

Tally 7.2 & ERP 9 and all accounting software, TDS, Sales Tax, Income Tax and Service Tax & GST

**WORK EXPERIENCE:**

1. Working with N. G. Constructions, **New Delhi** from June 1996 to till date as an Accounts
2. Worked with **Delhi Union of Journalists CGHS Ltd. New Delhi** from June 1991 to May 1996 as an Accountant.

**JOB PROFILE:**

Finalize Balance Sheet. and all accounting Job- finalize Returns –TDS, Service Tax, Income Tax, Sales Tax, GST etc. & bank reconciliation.

**SALARY DRAWN:**8,01,600/- per annum.

**BIOGRAPHIC DETAILS:**

**Date of Birth** 14th September, 1965

**Father’s Name** Late Shri M. L. Sharma

Place : New Delhi (**VINOD KUMAR SHARMA)**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_