



# SHIV MOHAN SHARMA

I eat, sleep, and breathe Finance & Taxation control. Ever since I remember, I have wanted to work in finance. I like to control and manager financial activities through various MIS analysis and control managements. In current organization i get all the financial control opportunities and now i'm looking forward to taking the next step in my career. My ambition is to work in a similar management role and shown my capabilities in the field.

## PERSONAL

**Name**  
Shiv Mohan Sharma

**Address**  
76-R, 2nd Floor, New Colony, Near  
Shyam Vatika  
122001 Gurgaon

**Phone number**  
7838722969

**Email**  
smsharma886@gmail.com

**Date of birth**  
09-08-1991

**Place of birth**  
New Delhi

**Gender**  
Male

**Nationality**  
INDIAN

## INTERESTS

- Playing cricket
- Share trading and Share investment
- Gym



## WORK EXPERIENCE

- Dec 2023 - Present    **Deputy Manager Accounts Payable**  
**One Mobikwik Systems Limited, Gurgaon**

  1. Handling Team of Accounts Payable of 3-5 Members, where we manage all Vendor Payments and their reconciliations, Ageing reports, on time MSME payments and invoice recording.
  2. EAN creation, EAN approvals, PO creation.
  3. Invoice processing after proper validation and whether PO based or Non PO based.
  4. On time payments on the basis of Invoice ageing and its entries.
  5. Monthly provision working, Accruals working and its entries and reversals.
  6. Vendor Master Creation and its updates and vendor onboard procedures.
  7. MSME ageing report to avoid default in compliance.
  8. GSTR-2A/2B reconciliation to watch on vendor GST filing for respected invoices.
  9. Assist Team Lead in preparation of financial statement and audit handling.
- Aug 2023 - Dec 2023    **Deputy Manager**  
**Lendingkart Finance Limited, Gurgaon**

  1. Co-Lending management in both partial or full i.e. 80:20 & 100:00 along with lender management.
  2. FLDG/CB working and accruals & recoverable working.
  3. Reconciliations of Lender's payable and receivable ledgers along with client wise reconciliation for collection and disbursement.
  4. Account receivable and invoice processing management.
  5. Assisting team lead in preparation of Financial Statement of the Company and ready the first cut of the financial statement. where, i prepare different type of reports related to Financial statement, Management of Trail balance and closing of trail balance, Debtors & Creditors bifurcations, P&L Analysis report at YTD & Monthly level, Income Computation & Deferred Tax working, reconciliation of General ledger having old balances etc.
  6. Prepares Portfolio and NPA's working along with Accrued Interest working and their reversal working.
  7. Auditor query handling whether Internal or External and also manage auditors interaction with other department.
  8. Different type of MIS report preparation for Internal & External purpose i.e. Vintage profile, Standard borrowers report, Standard vendors report, accrued interest 180+ reversals report, 60+ Debtors report, Broken period interest report etc.
  9. IND AS 116 Lease working for Leased car and Lease property.
- Jan 2022 - Jul 2023    **Manager**  
**Satin Creditcare Network Limited, Gurgaon**

  1. Handling Team of Accounts Payable of 14-15 Members, where we manage all Vendor Payments & Receipts from Clients and their reconciliations, Ageing reports, MSME payment deadline follow ups and also share other

- misc. MIS reports to the management on weekly basis.
2. Assist Team Lead in preparation of financial statement.
  3. Prepare Company's loan portfolio & Accrual reports like- PAR report, Broken Period Interest & Processing fees reports, Accrual reports and Securitization & Assignment loan detailing along with differential follow ups with the parties.
  4. IND AS 116 Lease working for complete organizational leases includes- 700+ Branches, 20+ Vehicles.
  5. Most Important assisting IT team in incorporating AP & AR module, Rent Module and compliance module in the system to minimize the manual intervention.

Jul 2016 - Jan 2022	<b>Deputy Manager Accounts &amp; Finance</b> <a href="#">S V Creditline Limited (NBFC-MFI), Gurugram-Haryana</a>  In my role as Deputy manager-Accounts, I am responsible for the everyday management of our team. I am the first point of contact for my team of 14-15 Members, My key responsibilities include; <ol style="list-style-type: none"><li>1. Goods &amp; Service Tax(GST) compliance</li><li>2. Income Tax and TDS compliance along with Scrutiny &amp; Assessments</li><li>3. Looking forward for the statutory audits like Tax audit, Company Audit and GST Audit</li><li>4. Preparation of Financial Statement</li><li>5. Expense MIS and Budgeting control</li><li>6. Accounts Payable and Accounts Receivables</li><li>7. NBFC-MFI Portfolio management.</li></ol>
Sep 2013 - Jun 2016	<b>Senior Executive</b> <a href="#">ARYNS &amp; Associates, New Delhi</a>  In this organization, I did various auditing and accounting work such as Audit of Financial information of various companies, Bank Reconciliation, TDS, Service, Income tax returns and I have also prepared Financial Statement of various entities, Tax Audit etc.
Dec 2012 - Sep 2013	<b>Executive</b> <a href="#">RAPG &amp; Company, New Delhi</a>  In this organization, I did internal audit of various companies and other accounting works like 26AS Reconciliation, Fixed Assets Reconciliation, Service tax working, Income tax returns etc.



## EDUCATION AND QUALIFICATIONS

Jan 2019 - Dec 2020	<b>Master of Commerce</b> <a href="#">IGNOU, Gurugram</a>
May 2012 - Aug 2012	<b>CA-IPCC Group I</b> <a href="#">The Institute of Chartered Accountants of India, New Delhi</a>
Jun 2010 - May 2012	<b>Bachelor In Commerce</b> <a href="#">Delhi University, New Delhi</a>



## SKILLS

Microsoft Excel	★★★★★
Leadership	★★★★★
Tally Prime	★★★★★
LMS ERP Software	★★★★★
MF Smart ERP Software	★★★★★