Name:-

ASHISH SHARMA

Contact Information: Address:-

**Vill Galoh P.O. Karer Teh. Barsar Distt. Hamirpur. (HP)**

Email:-

ashishsharma1994pk@gma il.com

Mobile:**-**

**+91-9857635935**

**+91-8219112728**

Personal Data:-

**DOB:-31/08/1994**

**Sex:- male Nationality : Indian Marital Status: - Unmarried.**

Languages Known:-

**English, Hindi. Pahadi,**

Hobbies:-

**Mounting, Swimming,**

CURRICULAM VITAE

# INTERESTING FIELDS:

ACCOUNTANCY & BOOKKEEPING

# Objective

A Challenging Growth oriented position in a progressive company where I could contribute to the organization’s success not only by my technical expertise but also through my innovate ideas and desire to achieve excellence in whatever I do.

# Professional Qualification

* **DCA from Himtech Education and Welfare Society Regd. By H.P. Govt.**
* **Computer Fundamental & PC Software Add-on- Courses from H.P.U.**
* **Tally ERP 9 For Alma Institute Salouni**

# Academic Record

* **M.Com. from H.P.U. in the year 2014-2016.**
* **B.Com. from H.P.U. between the years 2012-14.**

**reading. Social work.**

Preferences:-

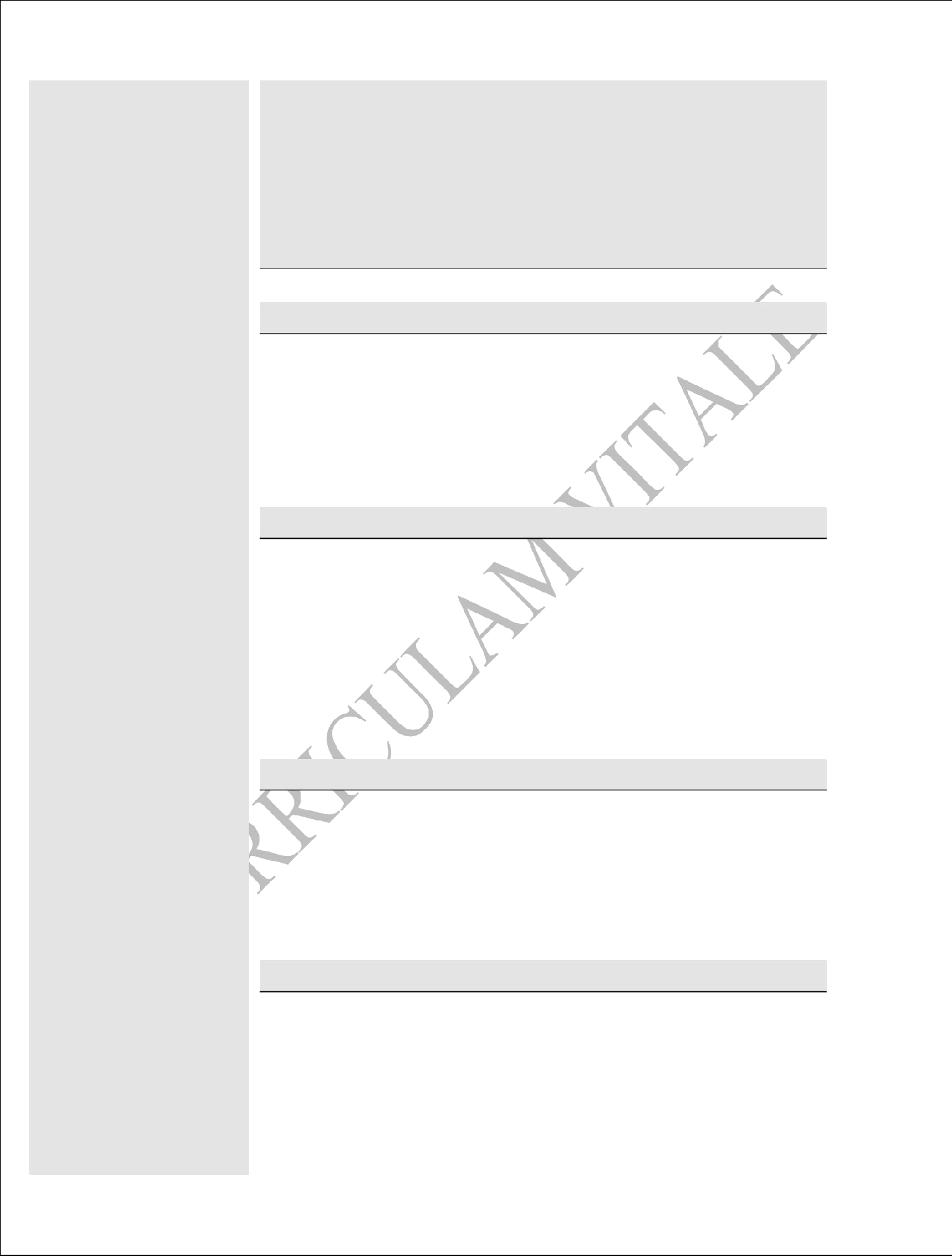
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from H.P.B.S.E.in the year of 2011. from H.P.B.S.E.in the year of 2009.

**Location:- anywhere.**

# Experience

* + **Two Year Experience in Tures Steels Pvt Ltd. Dera Bassi as a Accounting executive.**
  + **DLF Hyde Park Resident Welfare Society as a Accounting Executive currently working .**

Knowledge

* + - **Tally ERP .9**
    - **M.S Office & Excel.**
    - **Accrual Accounting.**
    - **Basic Knowledge of GST & TDS.**



* **Bank Reconciliation.**

**Competencies**

* **Honesty & Diligence,**
* **Good communication.**
* **Good presentation skills.**
* **Good Grasping Power.**

**Skills**

* **Performing daily entry of accounting.**
* **Preparing Credit Note, Debit Note.**
* **Preparing GST Calculation Data.**
* **MIS. Reporting.**
* **Adaptable with organizational work culture.**
* **Professionalism towards work.**

**Declaration**

**I confirm that the information provided by me is true to the best of my knowledge and belief.**

**Place:-**

**Date: -**

**ASHISH SHARMA**

**(Signature)**