**Sunil Sharma Cell:** +91-9868013585**/ Skype ID**: sunil1sharma2

**E-Mail:** [sunilsharma1980@gmail.com](mailto:sunilsharma1980@gmail.com)

**Seeking challenging assignments in Accounts & Finance, Reconciliation, MIS, Taxation and Statutory Compliance with an organization of repute**

**Career Summary**

* Result oriented professional with **over 11 years** of experience in various gamuts of Accounts and Finance.
* Adept at analyzing and improving systems and procedures, designing internal control systems and facilitating effective decision making.

**Core Competencies**

**Competencies across -**

Receivables / Payables General Accounting SAP –FI/ ERP Exposure

Inter Unit Reconciliation MIS Reporting Analysis of Bank & Cash

Taxation (Direct & GST) Statutory Compliances Audit – External / Internal /Tax

**Employment Details**

**UNICORN ARABIA LTD (DOHA, QATAR) From June-2016 to Aug-2018**

**Job Roles & Responsibilities:**

1. Handling accounts receivables and payables.
2. Prepares payments by verifying documentation and requesting disbursements.
3. Handling Petty Cash, Bank reconciliation and Reconcile general ledger accounts.
4. Coordinating with customers for the cash receivable and making a report.
5. Perform accounting and clerical functions to support supervisors.
6. Entering the required data in the accounting software.
7. Preparing profitability statement and Budget v/s actual reports monthly.
8. Preparing balance sheet, Profit and loss account, cash flow monthly.
9. Prepare Salary of employee with over time calculation.

**DTDC EXPRESS LTD - Account Officer From JAN-2015 to June 27th 2016**

**Job Roles & Responsibilities:**

1. Handle full spectrum of financial accounting role e.g. AR, AP, GL etc.
2. Managed the accurate and timely processing of invoices related to VAT & CST
3. Handling Sales Tax Audit, monthly working of VAT & CST
4. Handling of daily Cash transactions, maintaining Cash-Book, Cash Register etc.
5. Preparation of voucher for both payments and receipts
6. TDS deduction and reconciliation, Raising DR & CR note
7. Internal Control, Coordination with auditors for audit purpose
8. Responsible for Day-end, month end & year end accounting Closing activity in Sap System
9. Scrutinize all General Ledger and pass necessary journal entries
10. Handling Tax Audit, Internal Audit

**Atlas Shipping Services Pvt Ltd. – Account Executive From May 20th 2013 to Jan 14th 2015**

**Job Roles & Responsibilities:**

1. Handling export and import shipment, till the recording of invoices in Cargo.Net.
2. Settlement of vendors through Debit Note & Credit Note and invoices.
3. Preparation of MIS reports as per required format of the management on monthly basis.
4. Statutory compliance of service tax & TDS in filling Returns.
5. Reconciliation of Bank statement & other ledgers.

**GK SUREKA & COMPANY - Internal Audit Staff From May 24th 2010 to 6th Mar 2013**

**Job Roles & Responsibilities:**

1. Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
2. Preparation of MIS reports as per required format of the management on monthly basis
3. Conducts studies and develops solutions for improving accounting processes.
4. Prepares and analyzes tax records and reports.

**Sanjeev Arora & Associates From June 15st 2006 to Feb. 28th 2010**

**Job Roles & Responsibilities:**

1. Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
2. Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
3. Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
4. Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
5. Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
6. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

Professional Qualification

* Completed **MBA (Finance)** from IGNOU, Delhi
* Passed Professional Education Examination **(CA Inter)** in 2007.

Academic Qualification

* B. Com.(H) from Jai Prakash University Chapra in 2001
* Class XII in Commerce stream from Bihar Intermediate Council in 1997
* Class X from Bihar Board in 1995

**IT Skills**

SAP FI  MS Office 2010 Tally.ERP 9 Tally7.2

**Personal Details**

**Date of Birth :** 15th Jan 1980

**Languages :** English, Hindi

**Residence :** Doha, Qatar

**Passport No :** J1193298

**Nationality** : Indian

**Marital Status** : Married

**Sex** : Male

**Mobility :** Any Where

**Declaration**

I hereby declare that all the above information given is true in best of my knowledge and concern.

Date : 26/09/2018

Place : Kolkata [SUNIL SHARMA]