



**EXP-9 YEARS**

**NOTICE-15DAYS**

# Bharat Sharma

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*To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.*

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## Career Profile

- Detail-oriented, efficient, and organized professional with extensive experience in accountingsystems.
- Possess strong analytical and Problem-solving skills, with the ability to make well thought out decisions.
- Good written and verbal communication skills.
- Highly trustworthy and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

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## Experience

- **Currently working with Rail Vikas Nigam limited (Rvnl) from June 2019 Till.**
- Current Designation: - Doing as an Accounts Assistant and with Senior's coordinators.
- Working with R.C Jewelers, Delhi as Accountant i.e., Sept 2016 to May 2019
- Working with King Jewelers, Delhi as Accountant i.e., July 2013 to May 2016
- Worked with C.A Firm Mayank & Associates, May 2011 to June 2013.

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### KEY SKILLS

- Updating accounts receivable and issue invoices.
  - Updating Accounts Payable and perform reconciliations.
  - Updating Accounts Receivable and perform reconciliations
  - MIS reporting in according to assignment changes as per requirement.
  - Team building and Leadership Quality.
  - Collaboration with different Projects.
  - Preparation of Operation Provisions of expenditures on quarterly basis.
  - Revenue and GM Forecasting, Internal & External Audits Query resolve as requirement as per auditor,
  - Profitability management,
  - P&L management & Analysis, Contract management, Budgeting,
  - GST Reconciliation State wise -monthly & Quarterly basis.
  - Posting and Processing journal entries to ensure all business transactions are recorded.
  - Assist in the Processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
  - Assist with reviewing of expenses, and other records etc. as assigned.
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## **ASSIGNMENTS in RAIL VIKAS NIGAM LIMITED 2019 To Till.**

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- Updating Accounts Receivable and perform reconciliations
- All Piu Wise Vendors Creation Day to day daily basis.
- Preparation of GST Invoices State wise -monthly basis.
- MIS working of working of all types of vendors, budgetary working, GST Reco,
- Review the final contracts and upload the complete contract information in ERP for further invoicing activities.
- ERP Invoices preparing monthly basis.
- GST Reconciliation All state wise.
- Updating Accounts Payable and perform reconciliations
- Updating Accounts Receivable and perform reconciliations
- Vendors Scrutiny All types of likes Service vendors, Consultancy or PMC Vendors.

Update financial data in databases to ensure that information will be accurate and immediately available when needed.

- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects like audits etc.
- Worked on SAP accounting module.
- Keeping records of the purchases, Voucher Preparation of daily expenditures.
- Assisting in GST Calculation, sales voucher, and purchase voucher.
- Maintaining Contra Voucher, Receipt Voucher and Payment Voucher.
- Maintaining physical Stock Statements.
- Maintaining daily accounts, petty cash transaction, Journal, and ledger accounts.

### **Education**

- B.COM from Delhi University.
- M.com from IGNOU.
- M.B.A from IMT Ghaziabad

### **Computer Skills**

- Knowledge of MS Office, Internet.
- Tally 9.0
- SAP Accounting Module
- Wiz App Software
- Jewelers System software

### **Personal Information**

Father's Name	Sh. Devender Kumar Sharma
Date of Birth	18.02.1993
Languages	Hindi, English, Rajasthani.
Nationality	Indian



