



RAMA SHARMA

+91- 7890046433

ramasharma2413@gmail.com

ADD: 62 E Christopher Road Kolkata-700046

Career Objective

-Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment to offer quality work.
-Strong analytical & organizational abilities with adeptness in formulating accounting systems and preparing accounting records/financial statements.

Academics Qualifications:

<u>Degree</u>	<u>School/College</u>	<u>Year</u>	<u>Percentage</u>
B. Com	Jogamaya Devi College (Calcutta university)	2016	50
Higher Secondary	Khanna High School (W.B.C.H.S.E)	2013	59
Matriculation	Khanna High School (W.B.B.H. E)	2011	60

Additional Qualification:

- Certified Industrial Accountant (CIA) Course from The Institute of Computer Accountants.

Work Experience:

- **Poddar Project Ltd (A unit of B. P. Poddar Group) :** 20.04.22 to till continue
- **Krishna Wax Pvt Ltd :** 1.02.2021 to 19.04.2022
- **Vitalo Ceramic Pvt Ltd:** 11.12.2018 to 15 .07.2020
- **Brijesh Himmatramka & Associates:** 23.10. 2017 to 08.12. 2018

Work Exposure in Poddar Project Ltd.

- Maintain All accounting Transaction of a Mall And a Petrol Pump (Tally Prime)
- Maintain Monthly Bank reconciliation statement
- Maintain general accounting , debtors account , creditor account
- Maintain Profit & Loss and Balance Sheet
- File GST, TDS & P Tax , PF ESI payment & return and also do statutory work as per requirement
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Work Exposure in Krishna Wax Pvt Ltd.

- Maintain All accounting Transaction (Tally Prime)
- Maintain Bank reconciliation statement
- Maintain general accounting , debtors account , creditor account
- Coordinate vender by answering incoming calls re directing call as required
- Maintain Profit & Loss and Balance Sheet
- Prepare (GST, TDS) Tax payment & return
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

Work Exposure in Vitalo Ceramic Pvt Ltd:

- Maintain All accounting Transaction (Tally Erp9)
- Processing (GST, TDS) Tax payment & return
- Maintain general accounting, debtors account, and creditor account.
- Maintain Bank reconciliation statement.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Maintaining admin responsibilities like answering incoming calls re directing call as required
- General office management such as stock of company, office stationery
- Providing administration support to Sale Reps, Senior management.

Personal skills:

- Ability to work in a team environment.
- Initiative and desire to Lean more through experience.
- Ability to work under pressure.

Hobbies:

- Cooking
- Sketch Painting

Personal Information:

Father's Name : Ramesh Chandra Sharma
D.O.B : 18/05/1996
Nationality : Indian.
Religion : Hinduism
Marital Status : Un- Married
Contact No. :
Languages Known : English, Hindi & Bengali.

Place:- Kolkata

Date:-

Rama Sharma