

# Curriculum Vitae

**Mrs.Divya Sharma**

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## **Career Objective:**

To excel in my area of activity by taking up challenging assignments at the workplace, acquiring skills by maintaining a learning attitude, contribute to the growth of organization by putting to use my skills, experience and knowledge acquired over time.

## **Academic Qualifications:**

Degree / Qualification	Year	Percentage
B.Com	2010	55%
ICWAI(Inter Completed)	2009	53%
Senior Secondary [C.B.S.E.]	2007	70%
High School [C.B.S.E.]	2005	65%

## **Current Job:**

Working in Vinex-Bhalla International, Meerut as Accounts Officer from March, 2019 to till date.

## **Roles & Responsibilities:**

- Preparation of GST Report and maintaining all accounting data using Tally Erp9.
- Preparation of TDS returns and reports.
- Finalizing the Foreign Sales and maintaining all voucher entries.
- Payment processing for all Vendors.
- Coordinating with CA in finalization of Balance Sheet.
- Handling all day to day activities and bank reconciliation on day to day basis.

## **Past Job:**

Worked in iGroup Infotech Pvt Ltd, Noida as Finance Executive since January, 2018 to September, 2018 and leading Finance Team.

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## **Roles & Responsibilities:**

- Preparation of Invoices in Foreign currencies and Indian currency.
- Placing of Order to Foreign and Indian publishers.
- Payment processing for publishers.
- Coordinating with product team for receipt of payment for customers.
- Coordinating with accounts team for all further issues and in finalizing of company accounts.
- Managing overall functions of Finance team and reporting to MD as Finance Head.

## **Past Job:**

Worked in First Partners Communications Pvt Ltd, Noida as Accounting Consultant since 20<sup>th</sup> March, 2017 to 13<sup>th</sup> January, 2018.

## **Roles & Responsibilities:**

- Handling and dealing with all vendor payments.
- Preparation of employee claims as per co. policy.
- Salary data preparations.
- Handling all petty cash and day-to-day expenses.
- Tally Updation for all vouchers.
- Bank reconciliation on monthly basis.
- Maintaining files of particular month and expenses.

## **Past Job:**

Worked in Swiss Cottage School, New-Delhi as Junior Accountant since 19<sup>th</sup> January, 2013 to 30<sup>th</sup> June, 2016.

## **Roles & Responsibilities:**

- Handling all payments and receipts and updating in Tally.
- Dealing with all Vendors.
- Handling all petty and day-to-day expenses.
- Bank reconciliation on monthly basis.
- Maintaining files and documents of particular vendor.
- Deduction and deposition of TDS.
- Updation of Edunext (Software for fees).
- Preparation of Payroll for all Staff (Teaching, Admin, Operations etc.)

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## **Training:**

Worked as Cost Trainee with Maruti Suzuki India Ltd.(MSIL), Gurgaon Plant, for one year in Finance Department from 8<sup>th</sup> November 2010 to 14<sup>th</sup> November, 2011.

## **Roles & Responsibilities:**

- Worked in ORACLE (11i)
- Processing & Reimbursement of Inland Travel Bills as per MSIL policy.
- Processing of Joining, Posting & Transfer Claims.
- Processing of payment/payment batch for the payment to the employees (by cheque).

## **Technical Details:**

- Microsoft Office (Word, Excel, Power Point)
- Sufficient Knowledge of Internet.
- Software used: ERP Oracle (11i version), Tally (ERP 9) & Edunext Software.

## **Personal Details:**

Date of Birth	14 <sup>th</sup> Jan 1989
Sex	Female
Marital Status	Married
Phone	91-9953629416, 9999654401
Husband Name	Mr.Rakshit Srivastava
Languages	English & Hindi

## **Strength:**

- Working in a Team
- Eagerness to Learn

## **Declaration:**

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date -

Place -

**DIVYA SHARMA**