

POOJA SANTKUMAR SHARMA

Accountant

poojapc09@gmail.com

+91-8291405984

CAREER OBJECTIVE

To Secure a Challenging job and contribute to the growth of organisation by using all my skills to the best of my ability and intelligence.

WORK EXPERIENCES

KVT & CO.

Sep 2011 - Apr 2014

Account Executive

- Filing of income tax returns of individuals, partnership firms and companies
- ROC Work.
- Filing Balance Sheet profit and loss with ROC
- Internal Audit.
- Financial Services.
- Bookkeeping.
- Recording Entries of Customer Accounts in Tally.

TTC MIDC INDUSTRIES ASSOCIATION

Oct 2014 - Apr 2021

Accountant

- Providing financial information to management by researching and analyzing accounting data; preparing reports.
- Preparing asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarising current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information. Secures financial information by completing database backups.
- Preparing payments by verifying documentation, and requesting disbursements. Answering accounting procedure questions by researching and interpreting accounting policy and regulations.
- Filing GST R1 & GST R 3B
- Making Statutory Payments.
- Handling Audits /Income Tax Return/ Charity Commissioner Return.

SKILLS

- MS Word
- MS Office
- MS Excel
- Finance

EDUCATIONS

College/school	University/Board	Degree/Standard	Passing Date	Percentage/Pointer
R.P Mangla Hindi High School	Maharashtra State Board of Secondary and Higher Secondary Education	10th	2006	70
K.G. Joshi College of Arts & N.G. Bedekar College of Commerce	Maharashtra State Board of Secondary and Higher Secondary Education	12th	2008	66
K.G. Joshi College of Arts & N.G. Bedekar College of Commerce	University of Mumbai	Bachelor of Commerce	2011	56

*** Pursuing Master of Business Administration From Sikkim Manipal University.**

PERSONAL INFORMATION

Date Of Birth	09-11-1990
Country	India
Father's Name	Santkumar Sharma
Marital Status	Single
Gender	Female
Languages Known	Hindi, English, Marathi
Hobbies	Singing, Playing musical instruments, Cricket

Strengths	Time Management, pro, Responsible, Computer Skills, Honest, Effective Listener, Team Player, Analytical
Address	2/B Ganesh Darshan Apt, Pragati Rahivashi Mitra Mandal, Near Hindalco Industry, Ganpatipada, Kalwa Thane, NAVI MUMBAI, THANE, Maharashtra, India

Date : 23/04/2021

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