

Curriculum Vitae - Neelam Nishant Sharma

Personal Details

Address: 1902, Haritara Residency, Balkrishna Tawde Marg,

Near Vaishali Industrial Estate, Dahisar -West, Mumbai -400068

Contact no: 98192 62806

E-mail id: neelamdave15@gmail.com

Date of Birth: 10th April 1985.

Gender: Female.

My Motto in Life

- To prove myself in every task assigned.
- To be the best & give the best.

Key Attributes

- A confident person with an analytical approach and good communication skills.
- Good at numbers and quick grasping power.

Educational Qualifications

Year	Institute/School	Degree	Scores
Jun'09	ICWAI	Final IV (1 st Attempt)	204
Jun'08	ICWAI	Inter Stage II (3 rd Attempt)	211
Mar'06	Thakur College of Sci. & Com. Mumbai University	B.Com.	73.6% (Scored 100/100 in Management Accountancy [A/C-III])
Dec'05	ICWAI	Inter Stage I (1 st Attempt)	232
Jun'04	ICWAI	Foundation Course (1 st Attempt)	231
Feb'03	Thakur College of Sci. & Com. Maharashtra State Board	H.S.C (Commerce)	66.33%
Mar'01	St. Mary's High School Maharashtra State Board	S.S.C	64.13%

Interests

- Travelling, Listening to Music etc.

Computer Proficiency

- Windows & Microsoft office.
- Basics of tally.

Languages Known

- English, Hindi, Marathi, Gujarati, Marwari.

Work Experience:

- **BDH Industries Ltd** - Deputy Manager, Costing Department (From Jan'12 to Dec'17)

Job Profile:

- Maintenance of Cost records.
- Cost Audit.
- MIS Reports
- Inventory Valuation
- Physical verification of stocks.

- **Kirit Mehta & Co. [Cost Accounting Firm]** – Trainee, Costing (From Mar'09 to Dec'11)

Job Profile:

- Gained extensive exposure to Cost Audit
- Undertook cost audits of 10 Multinational as well as Indian companies in a year.
- Assisted in installations of Cost System for leading pharmaceutical companies.
- **Major Clientele attended to**
 - Multinational companies
 - Zydus Nycomed Healthcare P. Ltd. (earlier known as Zydus Altana Healthcare P. Ltd)
 - UCB India Private Ltd
 - Sidmak Laboratories (India) Pvt. Ltd
 - Multinational company with Indian origin
 - Wockhardt Ltd.
 - Domestic companies
 - Lyka Labs. Ltd.
 - Medley Pharmaceuticals Ltd.
 - Haffkine Bio-Pharmaceuticals Ltd.
 - Shri Ajit Pulp & Paper Ltd.
 - KEC International (Cables)

- **Placement Consultancy** – Account cum MIS Executive (From Aug'07 to Feb'09)

Job Profile:

- Preparing and sending the invoices to the clients.
- Keeping a record of payments received.
- Following-up and Coordinating with the clients for the payments.
- Preparing MIS reports for the placements done on Monthly, Quarterly, Half Yearly, Yearly Basis.
- Keeping track of the performances of Recruitment Executives and preparing timely MIS reports
- Maintaining register, keeping leave records, and preparing salary for the employees.

- **Datamatics Technologies Ltd** - Project Service Provider for U.S. Tax Project. (From Dec'06 to Apr'07).

Job Profile:

- Preparing tax returns for US clients.
- Reviewing tax returns for US clients.
- E-filing of US tax returns.