***CURRICULUM VITAE***



**Sandeep Kumar Sharma**

RCC Beton Mix

C/o Rcc Concrete Solution

Chhatauna, Amsena By Pass Road

Bilaspur – Chhatisgrah

Email Id: sksharma9852@gmail.com

Phone No: - 09852276516, 09006864629

Applied For : “Accounts Executive”

**Carrier Objective**

To work with an organization where I can learn more and prove my abilities. My aim is to grow the organization and contribute effort on my part in the achievements of organization goal.

**Academic Qualification**

* Matriculation with 45.4% Marks from B.S.E.B. Patna on 2008
* Intermediate of Commerce with 60% marks from B.I.E.C.Patna on 2010
* B.Com (Account) with 60% from J.P University Chapra on 2013

**Professional Qualification**

* I have Completed “**Certified Industrial Accounts**” course from **The Institute of Computer Accountant**” Hajipur.
* Honours Diploma in Computer Science
* Knowledge of Accounting Software Tally ERP 9, Tally 9, Oracle ERP
* Knowledge of Provident Fund & E.S.I
* Taxes ( VAT & CST, TDS, Service Tax )

**Experience**

**Working as an Accountant in Panther Security Services Pvt. Ltd. Colony More, Main Road Kankarbagh Patna-800020 since 01/02/2013 to 10/08/2014.**

**Working Skills in Panther Security**

* Daily Working with tally ERP 9
* Monitoring Bank & Cash Transaction of vendors
* Responsible Cash inflow & Outflow
* Reconciliation of Debtors & Creditors
* Ledger Maintenance
* Preparations Voucher, Salary Sheet , Expenses
* Preparations Purchase order, Sales order, Debit Note, Credit Not
* Bank Reconciliation Statement
* Handle Cash Book, Petty Cash Maintenance
* Receiving against Billing Maintenance
* ESI, EPF, Service Tax Deposit and Maintaining
* Making Salary Sheet, Minimum wages break up etc.

**Working as an “Accounts Executive” in Suguna Foods Ltd. Samastipur since 25/08/2014 to 31/08/2016.**

**Job Responsibility In Suguna Foods Ltd.**

* Daily Working with Oracle ERP
* Production Entry
* Monitoring Bank & Cash Transaction of vendors
* Reconciliation of Debtors & Creditors
* Ledger Maintenance
* Preparations Sale Register & Purchase Register
* Preparations Purchase order, Sales order, Debit Note, Credit Note
* Preparations Purchase Bill, Sale Bill
* Bank Reconciliation Statement
* Handle Cash Book, Petty Cash Maintenance
* Stock Register Maintenance
* Monthly Stock Reconciliation
* Receiving against Billing Maintenance
* ESI, EPF, Service Tax Deposit and Maintaining

**Presently Working as an “Site Accountant” in RCC Beton Mix Bilaspur since 01-Sep-2016.**

**Job Responsibility In R.C.C. Beton Mix**

* Daily Working with Tally ERP 9
* Production Entry
* Monitoring Bank & Cash Transaction of vendors
* Reconciliation of Debtors & Creditors
* Ledger Maintenance
* Preparations Sale Register & Purchase Register
* Preparations Purchase order, Sales order, Debit Note, Credit Note
* Preparations Purchase Bill, Sale Bill
* Bank Reconciliation Statement
* Handle Cash Book, Petty Cash Maintenance
* Monthly Stock Reconciliation
* Receiving against Billing Maintenance
* ESI, EPF, Service Tax Deposit and Maintaining

**Method of Works**

* Manual
* Computerized

**Soft Skills:**

* Comfortable with Hindi and English
* Can Motivated a number of people
* Love Travelling
* Friendly and Self Motivated
* Typing Speed Good in English and Comfortable in Hindi

**Passport Details**

Passport No. : L-4694134

Date of Issue : 27/09/2013

Date of Exp. : 26/09/2023

Place of Issue : Patna

**Personal Details**

Fathers Name: - Brahma Nand Sharma

Date of Borth: - 12-11-1993

Marital Status: - Unmarried

**Residential Add**: - Sawanahi Patti, Tola - Bhanpur,

PO: - Bathua Bazar, PS: - Phulwaria

Dist: - Gopalganj (Bihar)

Pin Code – 841425

**Hobby**

* Watching Cricket
* Listening Song

**DECLARATIION**

I declare that the statement furnished above is true & complete to the best of my knowledge.

Place: Bilaspur Signature

Date: 29.09.2016