

PROFESSIONAL OBJECTIVE

To be a part of an environment that promotes team efforts and provides opportunity for value based growth as well as career advancement, while making significant contribution to the organization and retain responsible position in the organization using my problem solving attitude, team work and decision making skills.

WORK EXPERIENCE

ORGANIZATION	PROFILE	TENURE
M/s Sudhir and Associates (Chartered Accountants)	Accountant	Aug 2017 to Till Date

PROFESSIONAL SKILLS

DEPARTMENT	SERVICE LINE	SKILLS
ACCOUNTS	Accounting	<ul style="list-style-type: none">• Preparation of Balance Sheet and Profit & Loss A/c as per Income Tax Act.• Book Keeping• Bank reconciliation.• Cash handling and preparation of cash voucher.• Accounting adjustment and closing balances timely.
	Income Tax	<ul style="list-style-type: none">• TDS Deduction on RENT, Commission, Professional Charges and Contracts etc.• Filling TDS return and generation of TDS certificate.• Filling Individual ITR and Business ITR.
	GST	<ul style="list-style-type: none">• Concept of Goods and service tax (GST) and its component.• Filling of GSTR 3B.• Preparation of data for filling of GSTR 1 & GSTR 4.• Booking of Input tax credit (ITC) as per HSN and SAC code wise.
OTHERS	Computers	<ul style="list-style-type: none">• Well versed with MS-Office {MS-Excel-V Look Up, H Look Up and pivot Table and data filter etc, MS-Word and MS-power Point}• Working Experience of Accounting(Tally-9, Tally9-ERP,)• Taxation(Compu-office)• Completed IT and Orientation Training prescribed by the ICAI

QUALIFICATIONS

DEGREE/QUALIFICATION	INSTITUTE/BOARD	YEAR COMPLETED
CA IPCC 1st Group	ICAI	Nov 2017
CA CPT	ICAI	June 2015
B.Com	Raj Rishi Bhartrihari Matsya University Alwar	2018
12th Standard	State Board (Raj)	2015
10th Standard	State Board (Raj)	2013

PERSONAL DETAILS

Father's Name	Shri Om Prakash Sharma
Date of birth	15th July 1997
Nationality	Indian
Languages	Hindi & English (Spoken & Written)

I hereby declare that the above information is true & correct to the best of my knowledge.

Date:

Place: Faridabad