

**SHYAM SHARMA**  
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To Build up a prestigious image in the corporate world in Accounting and Taxation Section and to learn better Managerial & Leadership Skills.

To be a part of dynamic environment and looking at professional growth by way of harmonizing the organizational goals with personal goals. Here's what I am willing to provide to the organizations.

- ❖ A team leader/player with exceptional interpersonal skills and analytical bent of mind to explain complex financial data easily.
- ❖ Ability to work under high pressure situations and meeting deadlines.
- ❖ Enthusiasm & positive attitude.
- ❖ Creativity and new ideas.

#### ***Educational Qualification***

- ❖ 10<sup>TH</sup> passed from C.B.S.E Board
- ❖ 12<sup>TH</sup> passed from C.B.S.E Board
- ❖ BTS study From Ignou university

#### ***Technical Qualification***

- ❖ Diploma in MS Office from Sunrise yuva jagrati kendra Institute.
- ❖ Diploma in Account Assistant Course from " Delbee Instute " for Accounting and Taxation.

#### ***Technical Skills***

- ❖ Ms-Excel, Ms-Word, Power Point, Data Entry.
- ❖ Tally 4.5, 5.4, 6.3, 7.2, 9 and Tally ERP 9.
- ❖ Income Tax (TDS & Returns), Service Tax Softwares.
- ❖ Practical Accounting.
- ❖ Outlook Express.

#### ***Work Experience***

- Currently employed with **Second May International ( Export house-Leather products )** last one year
- **Bhagwati Sales Corporation (Wholesale Distributer of Himalaya Products)** for one and half years.
- Working at Delhi Jal Board CCR call centre from last 1yr and 3 month. ( 20 sep 2014 to 28 Dec 2015)

### ***Personal Information***

**Father's Name** : jagdish prasad

**D.O.B.** : **29th** Nov 1990

**Gender** : Male

**Marital Status** : Single

**Permanent Address** : H. No A/57, Village kushak -Hiranki , Delhi-110036.

**Hobbies** : **I like playing PC Games** and Listening Music.

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place : Delhi

Date : ( Shyam Sunder)