

Curriculum Vitae

Manish. A. Sharma

B-306 Vindhyavasini Dham B-Building, Near Laxmi Flour Mills Kasturi Park Lane Near Father Joseph High School, Off Navghar Road, Bhayander (East) Mumbai-401 105

Email-manishashoksahal@gmail.com (Cell +91- 9833607158/7506003746)

OBJECTIVE

Aspiring to become a professional who will be an asset to the industry or an organization and the society through my effective work skills & contribution.

WORK EXPERIENCES

Company Name: **Big Bloc Construction Limited.**

Company Profile: **Accounts Executive**

Duration: **19th July 2018 to 09th January 2019**

Designation: **Accountant**

Work Profile:

- 1) Ledger Reconciliation,
- 2) Payment co-ordination,
- 3) Collection Schedule Preparation,
- 4) Collection Report Preparation,
- 5) Registration of company with Client, Handled 4 to 5 Corporate clients like invoicing, Bill Delivery, carrying out all clerical work,
- 6) Assisting Salesman in their work like providing Ledger, Ledger Reco. Etc.

Company Name: **Number Tree Assurance Service.**

Company Profile: **Techno-Commercial Audits & Accounting Services**

Duration: **16th May 2018 to 21st June 2018.**

Designation: **Auditor**

Work Profile:

- 1) Techno commercial Audits
- 2) Accounting
- 3) Outstation Audits.

Worked as an freelance Auditor & Accountant in various Audit firms from 02nd Jan 2017 to 30th April 2018 as Auditor on Hire-Contractual basis.

Work Profile:

- 1) Internal Audit,
- 2) Statutory Audit,
- 3) Techno-Commercial Audit,

- 4) Bank Audits
- 5) outstation Audits.

Company Name: **HTL Aircon Pvt. Ltd.**

Company Profile: **Traders & Supplier of HVAC &Non-HVAC works (Ac Installation)**

Duration: 29th Aug 2016 to Dec 2016

Designation: **Accountant**

Work Profile:

- 1) Purchase Entry,
- 2) Sales Entry,
- 3) Filling,
- 4) Vendor Management,
- 5) Payment Processing
- 5) Bank Reconcialtion,
- 6) Ledgers Reconciliation.

Company Name: **Jain Ambavat & Associates.**

Company Profile: **CA Firm with 3 partners**

Duration: April 2015 to June2016 for 1 years

Designation: **Accountant & Auditor**

Work Profile:

- 1) Statutory Audit
- 2) Internal Audit,
- 3) Individual Data Entry P&L & Balance Sheet Preparation

Company Name: **M/s K.B. Mistry & Associates**

Company Profile: **CA Proprietorship Firm**

Duration: April2014 to March 2015 for 1 year.

Designation: **Accountant & Auditor**

Work Profile:

- 1) Individual Data Entry
- 2) Tally Entry Part,
- 3) 3CD & 3CB form preparation
- 4) Annual Report.

Company Name: **M/s B S Sharma & Associates**

Company Profile: **CA Proprietorship firm**

Duration: August 2013 to Feb 2014

Designation: **Article Assistant**

Work Profile:

- 1) Internal Audit of Govt. Companies,
- 2) Statutory Audit of Pvt. Ltd. Companies,
- 3) Vouching of Expenses,
- 4) Income Audit of All Purchased & sales Bill,
- 5) FD verification& Interest.

Professional Competency:
Appeared CPT.
Completed ITT & OT Course from ICAI.

EDUCATIONAL QUALIFICATION

Well Versed with Tally, MS Excel, MS word, MSPowerPoint &MS Access & Internet.

B.com	Commerce	Shankar Narayan College of Arts and commerce	March 2012	68%
HSC	Commerce	Shankar Narayan College of Arts and commerce	March 2009	69%
SSC		Divine Image English High School	March 2007	69%

TECHNICAL QUALIFICATION

Qualification	Institute
Computer Basic	Expert computer
Tally 7.2/9/Erp	Expert computer

LANGUAGE PROFICIENCY

Languages	SPEAKING	WRITING	READING	UNDERSTANDING
English	✓	✓	✓	✓
Hindi	✓	✓	✓	✓
Gujarati			✓	✓
Marathi	✓	✓	✓	✓
Marwari	✓	✓	✓	✓

PERSONAL PROFILE

Date of Birth	:	08 th June 1992
Sex	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Passport No.	:	-
Valid till	:	-

CERTIFICATION

I **Manish A. Sahal** declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Yours Sincerely,

Manish A. Sahal

Date:

Place: Mumbai, INDIA.