

Date :-

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SUMEET KUMAR SHARMA

Career Objective:- To become good professional through hard work and sincerity in any given situation.

Job Experience:- **5th April'2016 to till date with Conneqt Business Solutions Limited.,
New Delhi as Asst Manager Operations, Working for client-- Tata
Capital Financial Services Ltd.**

BREIF DESCRIPTION OF THE COMPANY

TATA CAPITAL FINANCIL SERVIES LTD.-- CEQ DIVISION is multinational organization having it administrative office in Mumbai, with 72 branches pan India. Company also has other divisions like Channel Finance, Corprate Finance, Forex, Secured. & Unsecured divisions. CEQ division has annual turnover over 2000 Crore plus.

JOB DESCRIPTTION

- **Ensure delicately work process with files with complete ops part at branch.**
- **PAN Management of Delhi & Dehradun- Audit of collection books on monthly basis.**
- **Vendor Management & co- ordination with HO for all sort of issues.**
- **Handling post disbursement activities, like TDS, Termination, Updation of PDD, Customer Services etc.**
- **Training of process & policy of company to Sales from time to time.**

**25th Feb'2015 to 21st Jan 2016 with HDB Financial Services Ltd.,
New Delhi as Branch Operation Manager.**

BREIF DESCRIPTION OF THE COMPANY

It's an NBFC & subsidiary of HDFC bank dealing into all type of loans Secured & Unsecured, with over 45 branches in Delhi & 400+ branches Pan India

JOB DESCRIPTION

- Ensure delicately work process with files with complete ops part at branch (PL, BL, LAP, GL ect).
 - Preparing Various Reports i.e. Error Report, Collection MIS, Branch tracker etc.
 - Vendor Management & co- ordination with HUB & HO for all sort of issues.
 - Training of process & policy of company to Sales from time to time.
- 6th

Aug'2006 To 30th Nov'2014 E-nxt Financials Ltd. - India (A Tata Enterprise)

BREIF DESCRIPTION OF THE COMPANY

TATA MOTORS FINANCE LTD is multinational organization and Head Quarter is in Mumbai. Its administrative office is in Mumbai. Its branches are already located in other countries. This organization has 207 branches in India and 2000 employees are working. In this organization and many of the franchises are located in India and abroad.

EXECUTIVE OPERATIONS

JOB DESCRIPTION

- Cordination with 9 Agencies for Audit, Recon and stock reconciliation on monthly basis.
- Preparing of various reports i.e. Error Report, Stock Report etc.

- **Ensure Delicately Work Process with files and Customer Care relations at branch.**
- **Ensure Market status to each an every channel**
- **Working SAP based environment.**
- **Preparing MIS, Monthly petty cash certificate supervision of day to day banking, customer care, termination etc. activities**
- **Successfully deals with the vendors for Invoice & payments queries.**
- **Interaction with project Team & different departments on Payment related queries.**
- **Successfully complete the SAP Training Program with 90% marks conduct by TATA MOTORS FINANCE LTD.**
- **Brought down the PAN REPORT DOWN TO ZERO (books issued to agency CRE & collection agency for collection) every month since 2006 where the outstanding figure was 5000 & above.**

March.'2001 To Aug'2006 Present Cottage Industries Exposition Ltd. --Delhi, India

BREIF DESCRIPTION OF THE COMPANY

A multinational group dealing in exquisite handicrafts, operating Department Stores catering to the elite from overseas markets. Department Stores located all over India, the USA, Europe, Africa and South East Asia. CIE has been honoured, with the Top Exporter Awards for the last several years by the Government of India.

ACCOUNT EXECUTIVE

JOB DESCRIPTION

- 1) Day to day entries of financial Accounts i.e. Cash vouchers, Journal Vouchers, Bank Vouchers, Handling Cash, Bank Liaisoning etc. Preparing Salary, Preparation of Trial Balance.
- 2) Preparation of various MIS Reports in MS Excel & MS Word Working on operating system (Windows 98 & Windows 2000 XP). Co-ordinating with branches, fund arrangements and forecasts, planning, PR, liaisoning work etc.
- 3) Preparation of Form16 (TDS Certificate for Salary) and day to day corresponding with branches all over India.

**Apr'1999 To March 2001 M/s Thompson Press (I) India Ltd.,
Faridabad,(Haryana) India**

ACCOUNT ASSISTANT

JOB DESCRIPTION

- 1) Day to day entries of financial Accounts i.e.Cash vouchers, Journal Vouchers, Bank Vouchers, Handling Cash, Bank Liaisoning etc. Bank Reconciliation, Helping in Preparation of Balance sheet

**Apr'1999 To March 2001 M/s Trigon Advtg. (P) Ltd.
Delhi, India**

ACCOUNT EXECUTIVE.

JOB DESCRIPTION

- 1) Handling accounts manually as well as maintaining on Computer, Sale tax etc.

Education

:Academic

B.Com . (PASS) from Agra University in Year 1994.

Computer Capabilities

Worked on accounts related packages like Tally Fox Pro and Visual Basic etc.

Personal Information :

Date of Birth : 09th April 1973

Father's Name : Sh. Satish Kumar Sharma

Marital Status : Married

Hobbies

: Playing Cricket, Football, Bandminton, Loving Adventures & interest in all kinds of music

Salary Drawn

: Gross Rs. 23000 (including PF+ Conveyance)

Salary Expected

: Negotiable

(Sumeet Kumar Sharma)

