

## Tarun Bhardwaj

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### Career Objective

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- ✦ To work in a position where my skills and knowledge are utilised in the best possible way and which provides me and opportunity for growth in my professional career along with organisational growth.

### Work Experience

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Currently working as **Assistant Manager Finance & Accounts** at Subhlakshmi Finance Private Limited, a NBFC registered with RBI engaged in providing loans to SME sector in semi urban areas having 52 branches in 6 states, from October 2017 till Date.

Working on R2R management process i.e. involves collecting, processing and delivering relevant, timely and accurate information used for providing strategic, financial and operational feedback to understand how a business is performing.

#### Work Exposure:

- Statutory Compliances
- Bank Reconciliation
- Portfolio Reconciliation
- Balance sheet Finalization
- Monthly Closings
- Liasioning with Funders & Bankers.
- Manage fixed assets

Worked in **E-MEDITEK TPA Insurance Ltd** as an Accountant from Sep 16 to Oct 17

#### Work Exposure:

- ✦ Knowledge of GST law.
- ✦ Vendor Mangement including processing the claim as per the internal company guidelines.
- ✦ Employee payment Reconciliation, Bank Reconciliation and Vendor Reconciliation.
- ✦ Stock Audit of Anahat Mutlispeciality Clinic

Worked in **Vinod Kumar & Associates Chartered Accountants**.6401/7 street no 4 Dev nagar karol bagh new delhi from July 14 to May 16.

#### Work Exposure:

- ✦ Maintenance of Books of accounts in accordance with the relevant laws.
  - ✦ Involved in finalization of accounts together with preparation of Balance Sheet, Profit & Loss, and Schedules etc.
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## Articleships

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(3years and 6 months) at G.S.Bansal & co. Hamdard Marg,Sirkiwalan, chawri bazar Delhi-110006

## Scholastics

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- ✦ CA Inter Passed.
- ✦ B.Com from Delhi University.
- ✦ 12<sup>th</sup> from CBSE Board.
- ✦ 10<sup>th</sup> from CBSE Board

## IT Skills

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- ✦ Well versed with MS Office (Word, Excel ,PowerPoint),Tally,Sun System( Oracle based),BAZZ& other utility softwares.

## Other Achievements

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- ✦ Star Performer FY 2019-20.
- ✦ Man of Tournament.( NBFC Cricket Championship ) February 2020.

## Personal Dossier

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Date of Birth: 08<sup>th</sup> August 1991  
Address: Flat no B 3/2 III floor street no 116 near hanuman chowk B Block sant nagar  
Burari Delhi-110084

(Tarun Bhardwaj)