

Nishakar Sharma

Accountant

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Sudarshan Park ,Moti Nagar
New Delhi - 110015
Delhi

PROFILE • ABOUT ME

My principal objective in my career is to become a successful Professional Accountant. I have opted accounts management specialization to acquire experience and excellences. I want to apply my intellect, managerial capability & competitiveness to reach at some respectable position in the field Accounts.

EDUCATION

B.Com From Delhi University , May 2013

12th from Sarvodya Bal Vidyalaya ,March 2009

10th From Sarvodya Bal Vidyalaya ,March 2007

WORK EXPERIENCE

Account Executive

Ajay & Associates (from Jan 2014-June -2015)

Senior Accountant

Agriculture Today Group,

June 2015 - October 2018
110001, Delhi

- 1.Day to Day Voucher Entries in the books of company (on tally erp.9)
- 2.Prepare TDS & GST computations and bank reconciliation at end of the each month
3. Fling GST returns the end of each quarter or months
- 4.making audit file & assist to CA in Balance Sheet finalization at end of the each financial year
- 5 Making service invoices in Tally Erp 9

Account Executive

Jagson International Ltd.

October 2018 - Current

Responsible here for making comparative monthly Balance sheet & Profit Loss statement ,Bank Reconciliations , & Bills payable, Audit Observation Report on Quarterly Basis

DECLARATION

I, Nishakar sharma, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Nishakar Sharma

SKILLS

- Knowledge of Tally
- Also gaining knowledge of accounting software.
- Internet, E-mails and other utility software's.
- Proficient with Ms-Office

COMPUTER PROFICIENCY

Microsoft word ●●●●●
tally erp ●●●●●

LANGUAGES

Hindi ●●●●●
English ●●●●●
Punjabi ●●●●●

PERSONAL INTERESTS

Play chess, listen music,

PERSONAL INFORMATION

- **Birthday**
May 08, 1990
- **Gender**
Male
- **Marital Status**
Single
- **Father's Name**
Mr. Rajender Kumar Sharma
- **Nationality**
India