

CURRICULUM VITAE

Manoj Kumar Sharma

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Application for the post of.....

CARRIER OBJECTIVE:

To pursue a Challenging & Exciting Carrier in any growth-oriented organizations, where work force and work make a difference, work endlessly towards its goals & also further improve of my personal skill.

AREAS OF STRENGTH:

Ability to adapt to different environments, self-confidence, ability to work hard in adverse circumstances, knowledge about computers, friendly and co-operative nature.

D) COMPANY :-M/s PRINTMAN ASSOCIATES PVT LTD

DESIGNATION : Sr.Accounts Executive.

DURATION: July-2016 To 30 September 2020

JOB PROFILE: Working as an **Sr. Accountant** with following Keys of Responsibility Area

- Billing Arrange as per GST procedure.
- Verifying Purchase & Expense Invoice for Making Payments.
- Return filling GSTR-3B, GSTR-1, , E-Way Bill ,GSTR-2 Reconciliation, Annual Return (GSTR-9 & 9C) and other compliance .
- Handling Internal audit on Quarterly basis & Auditors queries
- Verifying Deduction and E-payment of TDS and File Quarterly E-Return of TDS with Webtel software .
- To present physical Inventory and system generated MIS reports of Inventory and MIS of Debtors, Creditors to the Management.
- Bank Reconciliation & Parties Reconciliation.
- Making Sales tax Assessments, Documentations and finalization.
- Making of Sales Invoice & E-Way Bills.

C) COMPANY : CASTLE VALVES PVT LTD, Community Centre ,Mayapuri New Delhi .110064

DESIGNATION : Accounts Officer

DURATION: April -2012 To June 2016

JOB PROFILE:

- Billing Arrange as per sale tax & Excise procedure.
- Register 30 & Register 31.
- Party Debtor and Creditor Ledger to finalization party Reconciliation.
- Complete procedure of Billing with formality of sales tax .
- Vat Calculations, Vat Return finalization and online filing.
- Salary Register, direct & In-Direct expenses.
- File of DVAT FORM -9 (According to Interstate sales)
- Online issuing of all sales tax forms.
- Online filling of DVAT Return & Annexure 2A OR 2B
- Cash Book maintains manually & computerized.
- Bank Reconciliation & Parties Reconciliation.
- Online Bank Transaction & day to day updation.
- Sales tax summary as per assessment.
- Accounting Computerized tally - 7.2 and 9 ver.etc.
- Filing of TDS Return with WEB E-TDS Software.
- Making Sales tax Assessments, Documentations and finalization.
- To prepare documents for Income tax assessment and cases as per requirement of income tax department
- Prepare document of Cheque Bounce & Coordination with Lawyers.

B) COMPANY : G-ZONE INFOTECH (P) LTD, Vishal tower District Center janakPuri New Delhi .

DESIGNATION : Accounts Executive.

DURATION: Jan -2010 to March -2012

JOB PROFILE:

- Billing Arrange as per sale tax and service tax procedure
- Stock register maintain.
- Bank Reconciliation.
- Daily Reports of cash & Bank Balance.
- Payment follows up from Debtors.
- Issue of Debit & Credit Notes.
- Distribution of salary to staff.
- Service Tax and Dvat Returns Filling and Release central Forms with formality of sales tax.
- TDS Reports
- Issuing official letters

OTHER REPORT:

- Providing the Management with relevant information as and when required.
- Salary Calculations and distribution.

A) COMPANY : MANOJ BANGA & ASSOCIATES (LEGAL FIRM) M-29, Dewan House, Ajay Enclave Subhash Nagar, New Delhi-110018

DESIGNATION : Trainee Accounts, Advocate Assistant.

DURATION: April- 2008 to Jan 2010

JOB PROFILE:

- Sale tax, Service tax, Tds challann and to calculate advance tax deposit.
- Bank Reconciliation and party's audit.
- Sale tax Return Filling, maintained sale & purchase Register

- TDS returns and deducted tds as per rate.
- Bank Reconciliation and daily transaction report.
- Service – tax, sale tax Returns prepare as per procedure.
- Vat and service tax Deposited .
- Separate parties maintain Billing and audit.
- D-vat-30, 31 register sale & purchase and service tax calculation as per returns.
- Issue “C, F, H, I, E1 & E2 forms against central transaction. File of DVAT 51.
- To prepare all manually and tally sales report as per returns.
- To prepare documents in the time of assessment and cases.
- To maintain cash Book and parties ledger.
- Amendment in any transaction of business role sale & service tax department.
- To prepare documents for Income Tax assessment and cases as per requirement of income tax department.

COMPUTER KNOWLEDGE:

- C.S.C Circle Center Gurudwara Road Hari Nagar Diploma in computer Programming- (window-98/2000, Internet, MS-word, MS-Excel)
- Tally (ver- 7.2,9.ERP .9) computerized Accounting Entries.

PROFESSIONAL QUALIFICATIONS:

- PGDCA& OM {Post Graduate Diploma in computer Application & office management}Agra University in 2003-04 (U.P)Three month Accounts Package from Mahawan,Mathura .
- Capable to Make Sales tax assessment document on the time
- Goods knowledge of sale tax procedure like filing of return challans, issue of forms, registration assignment, summary of cases etc.

ACADEMIC QUALIFICATIONS:

- Graduation Pass(B.Com) with Second Div. from Agra University in 2002 (U.P)
- Senior secondary with Second Div. From Allahabad Board in 1999 (U.P)
- Higher secondary with Second Div From Allahabad Board in 1997(U.P)

BIOGRAPHICS:

Father's Name: :SHRI R.P.SHARMA

Address: :VILL-BALDEO,

District: : Mathura (U.P)

Date of Birth: :1st january1983

Sex: Male

Categories: Gen

Marital status: - Married

Salary -32,000/P.M

Expected Salary -40,000/ .P.M

Date

[manoj kumar sharma]

Place.....