

## **CURICULAM VITAE**

**Ravi Kant Sharma**

[Email-kant.sharmal5@gmail.com](mailto:Email-kant.sharmal5@gmail.com)

**Mob. No. - 7835864027,9027947844**

B-104, Ali Ext. Sarita Vihar

New Delhi-110020

### **CAREER OBJECTIVE**

To Move towards a progressive carrier and to be productive for the company or Organization Where I will work by presenting myself with best of my Innovative ideas and technical skills, to work with an organization Where I can continuously learn in the pursuit of achieving functional excellence thus getting maximum job satisfaction and optimum carrier growth.

### **QUALIFICATION**

- > M.Com passed from Agra University
- > B.B.A. passed from Agra University
- > 12<sup>th</sup> from U.P. Board Allahabad
- > 10<sup>th</sup> from U.P. Board Allahabad

### **Computer Knowledge**

1. Complete One Year Diploma As Industrial Account from A.D.I.T. (One Year) From NSCS Computer Education center Mathura.
2. Computer Basic Knowledge like- MS Word, Excel, Power Point Excess.
3. SAP, Tally ERP 9 & ERP Customized Software & Internet

### **Work Experience**

1. Presently working with Vacmet India Ltd. 2C & D Uppal Plaza M-6, Jasola Distic Center, New Delhi-110025 as an Account Executive from 04.04.2018 to till time. (Unit of Packaging Metalized Polyester Film, Lacquered Polyester Film)
2. Worked with Tex India Enterprises Pvt. Ltd. Plot No.23, Sector-27A, Faridabad, Haryana Accounts Assistance Depp. Form 05.01.2014 to 25.03.2018
3. Worked With J.S.R. Automation Eastern Chawla Colony, Near Kaushik Vatika Gurgaon Canel Ballabgarh, Faridabad-121004 Haryana As a Account Executive from 10/12/2013 to 25/12/2014
4. Worked with As Account Assistant from 01.01.2011 to 25.11.2013 M/S- Playwell Impex Pvt. Ltd. Chitra Vihar, Delhi (On Behalf of Chartered Accountant Firm)

### **Job Profile**

- All Data Entry Sale, Purchase and Cash Journal Vouchers & Credit Notes, Debit Notes, General Accounting
- Bank Reconciliation and Debtors & Creditors Reconciliation and Credit Card reconciliation

- All Type Bill Passing taxable & Non Taxable
- All type Job work outside & In-house Bill passing.
- Checking all Staff & workers Salary and overtime etc.
- Billing Like- Tax Invoice, Retailer Invoice, SRN
- Sale Tax Return Working & File- U.P. Vat, Haryana Delhi
- GST Finalization, Working & Return Filing
- Preparation Sale tax Assessment data
- Follow up with sales tax team & Co-ordination with Debtor/Creditors.
- Knowledge of all type from sales tax (issue & collect) like C,C-4, H, E-way Bill ETC...
- Knowledge of TDS like deduction and payment to department Depositing and Return Filing
- Knowledge of Excise like RG-1, RG-2, PLA, and Return filling
- Knowledge of ROC like form 20B, 23AC,23ACA, DIN ETC
- Monthly & weekly report to president.
- Prepared budget Sheet on monthly Basis.
- Branch Accounting, Stock Reconciliation, Stock movement's Credit Control
- Inter Company Branch reconciliation and reconciliation with head office
- **STORE HANDLING**
  - Maintain Stock Register/ Inventory Stock/Security Bills on Monthly Basis.
  - Maintain issue & receipt register on daily basic & out side job work bill
  - Physical Checking of Item.

### **EXTRA CURRICULARACTIVITIES**

- > Participated in NSS & Various Blood donation Camp.
- > Participated in various activities competition by Organization.

### **Professional Skill**

Father's Name	: Sh. Roop Kishore Sharma
Date of Birth	: 14-11-1990
Nationality	: Indian
Category	: General
Marital Status	: Married
Sex	: Male
Hobbies	: Reading News Paper, Interest in new people for gaining Knowledge
Permanent Address	: Near Suraj Kund, H.No.-145, Village & Post - Chhata (Mathura) U.P.-281401

### **Declaration-**

I hereby declare that the above information is correct and true to best of my knowledge.

Date:

Place:

(Ravi Kant Sharma)