

## **Contact Information:**

### **Communication Address:**

D – 26 , Defence Colony, nearby  
Dilshad Garden  
Sahibabad, Ghaziabad,  
UP - 201005  
**Mobile: +91- 9810368215,  
7530844028**

### **• E-Mail:**

[Nishant.sharma6316@gmail.com](mailto:Nishant.sharma6316@gmail.com)

### **Personal Profile:**

Father's Name: Sh. Sunil Kumar  
Sharma

Date of Birth : 18th of July, 1992

Gender : Male

Nationality : Indian

Marital status: Unmarried

Languages : English,  
Hindi.

### **Area of Interest:**

- ❖ Accounts & Taxation

### **Hobbies:**

- ❖ Playing and Watching Cricket.
- ❖ Playing Chess.
- ❖ Reading Books.

## **NISHANT SHARMA**

### **CAREER OBJECTIVE**

To serve your esteemed organization make it gets rise to height of your dream along with my growth in your guidance.

### **ACADEMIC QUALIFICATION**

- ❖ **B.Com. (H)** from University Of Delhi (2013).
- ❖ **12<sup>th</sup> Standard:** (Commerce)  
CBSE Board (2010).
- ❖ **10<sup>th</sup> Standard:** CBSE Board (2008).

### **PROFESSIONAL QUALIFICATION**

- ❖ **Professional Accounting course from ICA.**
- ❖ **Pursuing ICMA (Inter).**

### **SKILLS**

- ❖ Good communication skills.
- ❖ Good Knowledge of Accounts & Taxation
- ❖ Excellent computer skills.
- ❖ Always ready to take challenging responsibilities & very eager to learn.
- ❖ Ability to thrive in a team atmosphere and work interactively across multiple departments.
- ❖ Ability to travel extensively under pressure, work in different shifts and weekends.

### **COMPUTER PROFICIENCY**

Office Tools : MS Word, MS Excel, etc.  
Other Software : Tally, Busy.

### **WORK EXPERIANCE**

1. Working as an Assistant Manager, Accounts with Hinirog Healthtech Private Limited from Jul. 20
2. Worked as a Senior Executive in Tenon Group Of Companies in AP process with working on GST, PF, ESIC, PT and TDS Reconciliation & return with payment, dealing with Bank regarding NEFT & RTGS with proper documentation, loans, rate of interest, letter of credit, process payments of Vendor and Imprest to Imprest holder

through NEFT, prepare and Manage cash flow statement from Feb, 18 to till May, 20.

3. Worked as Senior Backend Executive in Piconet Innovative Solutions Pvt. Ltd from Jan 16 to Oct, 17.
4. Experience in Billing, Reconciliation, and Co-ordination between teams and Follow-up till payment.
5. Prepared tracker of all related information and documentation regarding billing.
6. Co-ordination with vendors, clients for Bill verification.
7. Resolving disputes in billing and solving the issues.
8. Competency in budget & monthly cash flow projection making.
9. Handling a team of 5 resources and planned activity.
10. General A/c related work such as preparation of vouchers, record keeping and accounting transactions.
11. Computation of tax payable.
12. Working on filling return.
13. Worked as assistant accountant (trainee) in GATP Solutions from Aug, 15 to Dec, 15.
14. Worked as accounts Executive in Bloom Public School from Jul, 13 to Dec, 14.

#### **DECLARATION**

---

I, **NISHANT SHARMA**, hereby declare that all the disclosures stated by me above are true to the best of my knowledge and belief.

**Place:**

**Date:**