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Panchkula, India

in

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# **SKILLS**

MS Office (Advanced Excel, Strong Power Point Skills) & Internet Applications.

Tally ERP

SAGE 300

User level experience in SAP.

Excellent verbal and written communication skills

### **LANGUAGES**

### English

Full Professional Proficiency

Hind

Full Professional Proficiency

Puniabi

Professional Working Proficiency

#### STRENGTHS

Ability to effectively interact with colleagues and clients of varying backgrounds.

Good conceptual understanding of Taxation. (DT, IDT, M&A).

Ability to effectively manage multiple, concurrent projects and meet deadlines.

# **Angel Sharda**

Cost and Management Accountant

Young, energetic and result oriented CMA (Cost and Management Accountant from Institute Of Cost Accountants Of India, New Delhi). Seeking challenging assignments in the field of Accounts, Taxation, Costing & Finance with an organization of repute.

### WORK EXPERIENCE

# **Executive-Costing**Advics South India Pvt Ltd

02/2021 - Present

Achievements/Tasks

- Monthly Inventory Valuation. Preparing Purchase Register and Import Register. BOM Preparation and Variance Analysis. Closing Stock Valuation.
- Calculating average purchase cost per unit after allocating all expenses. Comparing Budgeted and Actual Consumption.
- Preparing half yearly budget and yearly budgets and conducting cost reviews meeting with various departments. MIS Reporting of comparison of actual and projected budget.
- Monthly GSTR-2B reconciliation with books. TDS Payable and Receivable Reconciliation with books.
- Preparation of Related Party Transaction Report.
- Handling day to day accounting activities like booking purchase Bills in Tally. Making payments of various foreign and domestic transactions. Conducting stock audit at month ends.
- Identifying cost objects and cost centers and helping in implementation of cost accounting framework in the company.

# Management Finance Trainee- Finance and Accounts Bharat Electronics Limited, Panchkula

08/2018 - 02/2019

Achievements/Tasks

- Making entries of Sales and creation of Customer Sales Invoices in SAP. Also keeping the books of accounts up to date.
- Verification of documents for preparation of Supply and Service Bills and ensuring that they are sent out on time.
- Booking Inspection Notes & IUST transactions and Miscellaneous Payments in SAP.
- Exposure, assistance and working interaction in conducting Internal Audit.

# Management Trainee-Taxation Heads Up Consulting Pvt Ltd

09/2016 - 02/2017

Achievements/Tasks

- □ Prepared and filed suitable replies to Show Cause Notices of various clients.
- Filing TDS Returns for huge organisations such as The Lalits Chandigarh and The Taj Chandigarh and many more.
- Creation of formal reports for clients and regulatory bodies and clearly present findings to seniors, clients and other interested parties.
- Registration of Clients as Companies and GST Enrollment and Registration.
- Assisted seniors in litigation work upto Tribunal level.
- Received appreciation from seniors for conducting research work and helped to reduce service tax demand on clients by Rs 25 lakhs(approximately).
- Advised clients in relation to tax positions pertaining to classification of goods, valuation, availability of exemption/abatement, job work, rebates, export under bond, Cenvat credit and other issues.

# **EDUCATION**

#### **CMA FINAL**

Institute Of Cost Accountants Of India (<u>www.icmai.in</u>) 08/2019,

## **B.COM(Honors)**

M.C.M. DAV College For Women, Punjab University

66.33%

88.2%

## Class 12

KBDAV Public School, Chandigarh (C.B.S.E.)

05/2012,

### Class 10

Little Flower Convent School, Panchkula (I.C.S.E.)

05/2010, 86.6%