

# Manohar Sharma

## **Sr.Accounts Executive- Paarth Infrabuild Pvt.Ltd**

Delhi, Delhi

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+91 9716435363

"To join an organization where I can contribute my skill and full potential as well as for the welfare and development of the organization.

## Work Experience

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### **Sr.Accounts Executive**

Paarth Infrabuild Pvt.Ltd - Delhi, Delhi

July 2018 to Present

- July'2018 to Present

- \* GST computation and return filling
- \* TDS Computation and Return filing.
- \* Generating of E-Way Bill
- \* Bank Reconciliation work.
- \* Prepare monthly payment due sheet report of vendor, admin, marketing and other expenses of site
- \* Managing and analysis of collection and expenses accounts report on daily bases.
- \* Managing and analysis fund position as per bank and ledger reconciliation on daily bases for payment to contractors and suppliers.
- \* Responsible for Accounts Payable and Receivable.
- \* Responsible for Invoice Booked for Contractors/Sub- contractors/ Purchase of material and other reimbursements
- \* Responsible for Vendor's ledger Reconciliation of the debtors and creditor
- \* Managing day to day miscellaneous work of branch offices

Company's Work Details

\* Paarth Infrabuild Pvt.Ltd

Naurang Connaught Place New Delhi-110001

### **Work as Sr.Accounts Executive**

The Arora Group

July 2018 to Present

### **Work as Accounts Executive**

Vasant Vihar New Delhi - Delhi, Delhi

August 2015 to July 2018

3 Year

### **Assistant Account Janak**

RM Associates & Company - Puri, Orissa  
February 2014 to August 2015

## Education

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### **MBA in finance & Taxation**

ICFAI UNIVERSITY

### **B.com (Hons.)**

Delhi University - Delhi, Delhi

### **Commerce**

Central Board of Secondary Education

## Skills

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- BANK RECONCILIATION
- RECONCILIATION
- ACCOUNTS PAYABLES
- PAYABLES
- ACCOUNTS RECEIVABLES