

CURRICULUM VITAE

Sachin sharma

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OBJECTIVE -

“To associate with an organization where my potentialities, efforts, inter-personal skills will lead to a responsible position offering a high level of challenges and the opportunity for continued career growth and mutual benefit.”

QUALIFICATIONS -

- ❖ 10th from (HBSE BOARD)
- ❖ 12th from (HBSE BOARD)
- ❖ B.COM (DELHI UNIVERSITY)

COMPUTER PROFICIENCY -

- ❖ One year computer diploma from AIFA Institute.
- ❖ Computer: MS Office, Excel, Word, Tally.

WORK EXPERIENCE –

- ❖ **One year experience in CA office as a accountant.**



1. Target analysis and adjudication.
2. Daily report preparation.
3. Monthly reporting and coordination.
4. Bank Reconciliation.
5. Budget and reforecast process creation.
6. Back office services provision.
7. Cash flow observation.
8. File Gstr 1 And 3.

- ☐ **Four year experience in super fast carrier as a accountant.**

1. Account Analysis, Account Reconciliation, Accounting Information Systems, Annual Reports.
2. Preparing Assets, Liability, and capital account.
3. Produce financial reports.
4. Import, Export Transaction.
5. Maintained Balance Sheet.
6. Banking, Bank Deposits, Bank Reconciliations, Bill Payment, Bookkeeping, Budgets.

DECLARATION –

I, solemnly declare that all the information given above is true and reliable up to the best of my knowledge and confidence.

SKILLS-

Languages: English, Hindi

Interpersonal:

- Negotiation skills.
- Ability to develop strong working relationships.
- Commercial and business awareness.
- Good communication skills.
- Eye for detail.

PERSONAL DETAILS-

Date of Birth	:	10-04-1997
Father's Name	:	Sh.Sushil Kumar
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Unmarried

Date :-

(Sachin Sharma)