**Manish Sharma M.: +91 9674446648**

***B.Com (H)*  Email: sharmamrmanish@gmail.com**

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| **CAREER OBJECTIVE** |

To get aligned with a reputed company so as to get deeper insight into the world of finance, corporate culture and utilize my skills and abilities in the industry that offers professional growth while being innovative and flexible and also to pursue learning, teamwork & growing together.

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| **ACADEMIC CREDENTIALS** |

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| **School / College** | **Year** | **University / Board** | **Specialization** | **Percentage** |
| Umesh Chandra College | 2010 | Calcutta University | Finance | 52% |
| Shree Jain Vidyalaya | 2007 | W.B.C.H.S.Education | General | 76% |
| Shree Jain Vidyalaya | 2005 | Madhyamik / W.B.B.S.E. | General | 84% |

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| * **PROFESSIONAL CREDENTIALS** |

* Cleared CS Foundation in 2008 with 55%
* Cleared CS Executive **(Inter)** in 2010 with 58%
* Cleared CS (Gr-1)Professional **(Final)** in December 2012
* Cleared ICWA **Intermediate** in June 2011 with 55%
* Cleared ICWA (Gr-2) **Final** in December 2012
* Cleared CA – PCC **(Inter)** in November 2011 with 56%

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| **WORK EXPERIENCE** |

* Worked at Madhu Sharma & Associates as an Articled Assistant (01.10.07 to 30.04.12)
* Worked at Nav Bharat Iron Concast Pvt Limited as Senior Account Executive (01.07.12 to 30.12.15)
* Worked at Wipro Limited as Sr. Finance Executive (22.02.16 to 05.02.2018)
* Stock Audit
* Vat, CST, ET, PT Returns (Preparation of Return Data, Finalization of Data, Getting Returns Filed, Liasioning with HO & Consultant)
* Waybill Reconciliation with STI & STO
* EMD - BG/DD, Tender Cost DD Preparation, Processing,
* EMD Collection Schedule - Getting EMD & BG back from Customer
* Vendor Bill Processing - Follow up with HO, Parking, Status Update, Co - ordinating with Vendor & HO
* Handling Vendor Queries
* Preparation of C - Form , F - Form Tracker, Keeping HO update regarding the same.
* Monthly Provisioning
* Tax GL Reconciliation
* Support to RFM for various MIS Reports
* Co - Ordination of Filing and Documentation with Juniors
* GR/IV Documentation, Filing and Authorisation
* Co - Ordination with Cheques Collection Team and get them deposited through Portal
* Support to RFM for Assessments, Appeals and other statutory requirements
* Currently working in Krishi Rasayan Exports Pvt Limited as an Assistant Manager (Acct & Finance) (06.02.2018 to Working Currently)

**Key Roles:**

* Handling preparation and maintenance of various books/registers viz. cash book, bank book to ensure smooth accounting operations
* Handling reconciliation statements viz. BRS, Stock Reconciliation and sending them to top management for decision making purpose
* Engaged in Filing of documents .
* Involved in various e-filing activities
* Stock Audit done for ITC
* Audit work done for Prasar Bharti (Doordarshan, All India Radio)
* Finalization of Books of Accounts
* Reporting work done under ERP (Ginesys) environment
* Completed EDP training conducted by the Institute of Company Secretaries of India

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| **EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS** |

* Raised Funds for Vishudhanand Hospital & Research Institute at school level.
* Participated in Debates, Dramatics and other Cultural activities at school & college level.
* Took part in Symbiosis Quiz Contest.
* Took Part in Industrial Visit to Anmol Biscuit Factory.

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| **COMPUTER PROFICIENCY** |

* Well versed with basic Windows applications and Internet as a research tool.
* Good knowledge of Tally with finalization responsibility.
* Working Experience in ERP (Ginesys)
* Working Experience in SAP.
* Completed IT Training Course compulsory under ICAI ,ICSI and ICWAI

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| **PERSONAL DETAILS** |

Date of Birth : 7th May, 1987

Language Proficiency : English, Hindi, Bengali

Marital Status : Single

Interest : Cricket, Drawing, Reading

Address : 166, Dakhindari Road, Ground Floor, Kolkata-700048