

CURRICULAM VITÆ

Name:-

ASHISH SHARMA

Contact Information:-

Address:-

Vill Galoh P.O. Karer
Teh. Barsar Distt.
Hamirpur. (HP)

Email:-

ashishsharma1994pk@gmail.com

Mobile:-

+91-9857635935
+91-8219112728

Personal Data:-

DOB:- 31/08/1994
Sex:- male
Nationality : Indian
Marital Status: -
Unmarried.

Languages

Known:-

English, Hindi. Pahadi,

Hobbies:-

Mounting, Swimming,
reading. Social work.

Preferences:-

Location:- anywhere.

INTERESTING FIELDS:

ACCOUNTANCY & BOOKKEEPING

Objective

A Challenging Growth oriented position in a progressive company where I could contribute to the organization's success not only by my technical expertise but also through my innovate ideas and desire to achieve excellence in whatever I do.

Professional Qualification

- **DCA from Himtech Education and Welfare Society**
Regd. By H.P. Govt.
- **Computer Fundamental & PC Software Add-on-**
Courses from H.P.U.
- **Tally ERP 9 For Alma Institute Salouni**

Academic Record

- M.Com. from H.P.U. in the year 2014-2016.
- B.Com. from H.P.U. between the years 2012-14.
- 12th from H.P.B.S.E.in the year of 2011.
- 10th from H.P.B.S.E.in the year of 2009.

Experience

- **Two Year Experience in Tures Steels Pvt Ltd.**
Dera Bassi as a Accounting executive.
- **DLF Hyde Park Resident Welfare Society as a**
Accounting Executive currently working .

Knowledge

- Tally ERP .9
- M.S Office & Excel.
- Accrual Accounting.
- Basic Knowledge of GST & TDS.
- Bank Reconciliation.

Competencies

- Honesty & Diligence,
- Good communication.
- Good presentation skills.
- Good Grasping Power.

Skills

- Performing daily entry of accounting.
- Preparing Credit Note, Debit Note.
- Preparing GST Calculation Data.
- MIS. Reporting.
- Adaptable with organizational work culture.
- Professionalism towards work.

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place:-
Date: -

ASHISH SHARMA _____
(Signature)