

Sunil Sharma
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Seeking challenging assignments in Accounts & Finance, Reconciliation, MIS, Taxation and Statutory Compliance with an organization of repute

Career Summary

- Result oriented professional with **over 11 years** of experience in various gamuts of Accounts and Finance.
- Adept at analyzing and improving systems and procedures, designing internal control systems and facilitating effective decision making.

Core Competencies

Competencies across -

Receivables / Payables	General Accounting	SAP -FI/ ERP Exposure
Inter Unit Reconciliation	MIS Reporting	Analysis of Bank & Cash
Taxation (Direct & GST) Tax	Statutory Compliances	Audit - External / Internal /

Employment Details

UNICORN ARABIA LTD (DOHA, QATAR)

From June-2016 to Aug-2018

Job Roles & Responsibilities:

- Handling accounts receivables and payables.
- Prepares payments by verifying documentation and requesting disbursements.
- Handling Petty Cash, Bank reconciliation and Reconcile general ledger accounts.
- Coordinating with customers for the cash receivable and making a report.
- Perform accounting and clerical functions to support supervisors.
- Entering the required data in the accounting software.
- Preparing profitability statement and Budget v/s actual reports monthly.
- Preparing balance sheet, Profit and loss account, cash flow monthly.
- Prepare Salary of employee with over time calculation.

DTDC EXPRESS LTD - Account Officer

From

JAN-2015 to June 27th 2016

Job Roles & Responsibilities:

- Handle full spectrum of financial accounting role e.g. AR, AP, GL etc.
- Managed the accurate and timely processing of invoices related to VAT & CST
- Handling Sales Tax Audit, monthly working of VAT & CST
- Handling of daily Cash transactions, maintaining Cash-Book, Cash Register etc.
- Preparation of voucher for both payments and receipts
- TDS deduction and reconciliation, Raising DR & CR note
- Internal Control, Coordination with auditors for audit purpose
- Responsible for Day-end, month end & year end accounting Closing activity in Sap System
- Scrutinize all General Ledger and pass necessary journal entries
- Handling Tax Audit, Internal Audit

Atlas Shipping Services Pvt Ltd. - Account Executive

From May 20th 2013 to Jan 14th 2015

Job Roles & Responsibilities:

- (i) Handling export and import shipment, till the recording of invoices in Cargo.Net.
- (ii) Settlement of vendors through Debit Note & Credit Note and invoices.
- (iii) Preparation of MIS reports as per required format of the management on monthly basis.
- (iv) Statutory compliance of service tax & TDS in filling Returns.
- (v) Reconciliation of Bank statement & other ledgers.

GK SUREKA & COMPANY - Internal Audit Staff
24th 2010 to 6th Mar 2013

From May

Job Roles & Responsibilities:

- (i) Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- (ii) Preparation of MIS reports as per required format of the management on monthly basis
- (iii) Conducts studies and develops solutions for improving accounting processes.
- (iv) Prepares and analyzes tax records and reports.

Sanjeev Arora & Associates
15st 2006 to Feb. 28th 2010

From June

Job Roles & Responsibilities:

- (i) Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- (ii) Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- (iii) Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- (iv) Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
- (v) Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting and statistical procedures to assess financial condition and facilitate financial planning.
- (vi) Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

Professional Qualification

- Completed **MBA (Finance)** from IGNOU, Delhi
- Passed Professional Education Examination (**CA Inter**) in 2007.

Academic Qualification

- B. Com.(H) from Jai Prakash University Chapra in 2001
- Class XII in Commerce stream from Bihar Intermediate Council in 1997
- Class X from Bihar Board in 1995

IT Skills

SAP FI MS Office 2010 Tally.ERP 9 Tally7.2

Personal Details

Date of Birth : 15th Jan 1980
Languages : English, Hindi
Residence : Doha, Qatar
Passport No : J1193298
Nationality : Indian
Marital Status : Married



Sex : Male
Mobility : Any Where

Declaration

I hereby declare that all the above information given is true in best of my knowledge and concern.

Date : 26/09/2018

Place : Kolkata

[SUNIL SHARMA]