

AREAS OF EXPERTISE

*Management of Account
Receivable & Payable*

Debtor Aging

Excise Audit

Vat Audit

Sale tax Assessment

Sale Tax Case

Preparing of QPR

Prepayments and Accruals

Profit & Loss

*Balance Sheet and Cash flow
statements*

*Quarterly Sale Tax
and VAT Returns*

Bank Reconciliation

Pay Roll

Cash Handling

Inventory Control

Branches Accounting

Internal Audit

PERSONAL SKILLS

Tenacious work ethic

Ability to meet deadlines

Keen to learn

Positive attitude

PIPELINE COURSES

*Company Secretary (CS)
Executive Programme*

“Choose a job you love, and you will never have to work a day in your life.”.....

Lalit Sharma

Sr. Account & Finance Executive

PERSONAL SUMMARY



An adaptable, resourceful and enthusiastic **Sr. Accounts & Finance Executive** having 8+ Year extensive experience of having a wide level of General Responsibility for monitoring and reconciling a Companies Accounts. A strong communicator with excellent inter-personal skills and knowledge of Accounts in Manufacturing Company and assisting in the production of monthly management accounts. Contributing extensively to team work and always displays a willing and helpful manner when resolving, analysing and investigating various accounting discrepancies.

Now looking to further an already successful career by working in the finance department for an ambitious and expanding company and be comfortable operating at an executive level and demonstrating ability to collaborate and build strong working relationships with other departments and with people at various levels of the organization.

WORK EXPERIENCE – 8+ Years Approx

Company – PCL Group of Companies

Sr. Account and Finance Executive

April 2011 – Present

Duties

- Management of Accounts Receivable and Payable
- Debtor Aging, Collection Period, Interest Calculation
- Maintain Book of Accounting
- Monthly Bank Reconciliation
- Preparation of monthly Stock Statement Computerized
- Maintaining Excise record of Raw material and Finished Goods Stock Register RG-23A Part I & II, RG-23C Part I & II, RG- I
- Preparing of Quarterly Performance Report **QPR**
- Maintain of Daily Shortage Register as per Production Plan
- General Ledger entry including accruals and prepayments
- Preparing and filling of VAT and Sale Tax Return
- Assisting in Preparation of Balance Sheet and P&L A/c
- All Store and Stock/ Inventory Accounting
- Knowledge of Company Online Filling of Return
- Monthly / Quarterly management accounts preparation.
- Assisting internal/external auditors with queries.
- Preparing of Book Debts for Bank Limit.
- All Custom duty and Bill of Entry Record Month wise.
- Depreciation, fixed Assets Etc.

PERSONAL DETAILS

Khasra No. 149/1, Flat No. 6
Panchmukhi Appartment
New Basti, Devali Village
New Delhi -110062.

+91-9350906548
+91-9654902232

Email:-

lalit_ssd316@yahoo.co.in
lalit_sai@rediffmail.com

DOB :- 09/April/1978

Nationality: - Indian

Passport No. N4613463

Company – Agriculture and Organic Farming Group

Account Executive

Oct -2008 to Dec 2010

- All work related to Accounts from Entries Till Finalization of Account Work.

Company – Stalwart Industries

Account & Store

Jan 2007 to Sept 2008

- All work related to Accounts from Entries Till Finalization of Account Work.

KEY SKILLS AND COMPETENCIES

- Extensive knowledge of Microsoft Word, Excel Spreadsheets.
- Knowledge all about Computer (Software as well as Hardware)
- Excellent customer service & communication skills
- Ability to handle large volumes of invoices.
- Work related to Office Administration

ACADEMIC QUALIFICATIONS

Post Graduate Diploma in Business Administration (PGDBA) in Finance
Symbiosis, PUNE.

B.Com from Kumaoun University Nainital

- | | | |
|--------------|--------------------------|---------------|
| 1. Marketing | 2. Management Accounting | 3. Income Tax |
| 4. Auditing | 5. Indian Economics | 6. Insurance |

TECHNICAL QUALIFICATION

1. Diploma in Computer Application- Ms-Word, Excel, Power Point and other Computer related Software
2. Extensive computer Coursework with Knowledge of Various desktop Hardware and Software applications.

STRENGTH

Confident, Good listener as well quick learner and the best strength in me is ---
"I NEVER NEGLECT ANY OPPORTUNITY FOR MY IMPROVEMENT" and
Ready to work against all odds with optimistic approach.

ACTIVITIES AND OTHERS ACHIVEMENTS

- Training On Understanding Information Technology in Corporate Environment Organized by Joint Corporation of **NIIT and ICSI**.
- Attended the Seminar and workshop organized by **Confederation of Indian Industries (CII) & Ministry of Small & Medium Enterprises Government of India**. “Indian Global Summit on MSMEs
- Awarded Certification of Participation in Marketing Summit Organized by **giBS Gitarattan International Business School Rohani, Delhi**.
- Awarded Certification of Participation in National Conference Organized by **giBS Gitarattan International Business School Rohani, Delhi**.
- Certificate of training on International, Government Fundraising & Project Proposal Writing by **NICE FOUNDATION**.
- Training workshop covering Core HR Domain, Manpower Planning, Recruitment, and MIS Report from **SIS Training Pvt Limited**.
- Last but not least I am also working for my own NGO, **Centre for Agriculture, Rural Employment and Environment Protection**. Working in the field of Agriculture, Rural Employment and Environment related issues.

Date:- 11/05/2016

Place :- Delhi



Lalit Sharma
(Account & Finance)
9350906548, 9654902232

Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.... ☐