

Ajay Sharma

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City – Sri Ganganagar

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Accountant

EDUCATION

2024, CMA-Inter appearing (Cost Management Accountant)

Kolkata – The Institute of Cost Accountants of India

2017, Bachelor of Commerce

Bikaner – Maharaja Ganga Singh University

2014, Senior Secondary (Commerce)

Ajmer – Board of Secondary Education Rajasthan

2012, Secondary

Ajmer – Board of Secondary Education Rajasthan

Languages: English: Native Speaker)

Hindi: Fluently

Marwari: Fluently

WORK EXPERIANCE

Skills: Word, Excel, Quick book, Xero, **Tally Prime, Tally Erp, Busy** and other accounting software.

Sep, 2021 to till Date

Remotely, India

Deal with several clients in variety of industries

clients Name: SriGanganagar oil Pvt. Ltd., Green Gram Agro Industries, JPF Pipe Factory, Swaraj Udhyog, Mahesh Ceramics and Granite, RPC Pte Centre etc.

- Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Produces payroll by initiating computer processing; printing checks, verifying finished product.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.

- Protects organization's value by keeping information confidential.

May, 2021 to August, 2021 Aditya Foods and Derivatives, Accountant
Sri Ganganagar, India

- Managed accounts by analyzing bank and finance entries.
- Process journal entries and correct records to ensure accuracy
- Produced reports detailing the impact of debt financing on firm net income.

June, 2017 to April, 2021 Rajshree Cotton Company, Accounts Manager
Sri Ganganagar, India

- Management of all company accounts.
- Processed employees and other key aspects of financial transactions.
- Managed accounting and ensured that all accounting records were complete and accurate.
- Financial matters are widely understood, Be professional and considerate when handling sensitive or personal financial matters.
- Working closely with field staff members while helping their career progress.

June, 2016 – May, 2017 Shivam Trading Company, Accountant
Goluwala, India

- Managed accounts by analyzing stock costs and revenues.
- Projected future trends based on analysis work.
- Managed complex expense reporting.
- Develop strategies for minimizing tax liability.

June, 2015 – May, 2016 Eagle Accounting, Assistant Accountant
Pilibanga, India

- Served as liaison between accounting staff and merchant employees.
- Prepared tax returns and analyzed general accounts.

SKILLS

- Account Management, Leadership, GST, Payroll, TDS, TCS, Income-Tax
- Quick book, Xero Tally, Busy and ERP Software's
- Fully Familiar with Accounting.
- Experience of live presentation.
- Ability to make new relations.
- Knowledge of computer.
- Highly self motivated and able to motivate others.

STRENGTH & NATURE

- Able to work well in teams.
- Always ready to accept the Challenges.
- Ready for Hard – Working.
- Ability of team handling.
- Always result oriented and target focused person.

FORMACIONES ADICIONALES INTERESES

- **Reading Newspaper**
- **Listening, Music**
- **Playing Football, Watching**
- **Movies, Live Match and Traveling**

PERSONAL PROFILE

Father’s Name	Sh. Mahender Sharma
Marital Status.	Unmarried
Nationality	Indian

PALACE: Sri Ganganagar

Ajay Sharma