

Suraj Sharma

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OBJECTIVE

Seeing for an entry-level position in a growing financial organization Passionate about learning business concepts and possess the ability to handle work pressure and customer issues professionally. Have exceptional advisory skills to introduce new schemes and help customers to meet their financial goals.

EXPERIENCE

Accenture services Pvt Ltd

Account payable operation associate (Procure to pay operation analyst)

Working as account payable operation associate. (New process associate)

*September -
present time*

Roles and responsibilities

- Invoice verification on verify module
- working on SAP
- Validation of invoices like vendor code, taxes, PO and Non PO classification, Amount
- validate that the right vendor with right address
- freight invoice processing.
- Process critical invoice ASAP and all invoices as per SLA -24 hours.
- after classification of invoices and validation of invoices we post to PO and NON - PO team.

SKILLS

knowledge of human resource management (HRM), Hiring Staff and Legal procedure
Excel knowledge, pivot, vlookup, hlookup, ms office, macros,
finance accounting preparation of balance sheet Bank reconciliation statement Prepare
profit and loss account
SAP Ecc
Quick learner
Good communication skills both written and verbal
Good understanding skills
Problem solving and analytical skills
Clear ability to absorb complex concepts
Power point
Read soft
Highly responsible and reliable
Good team player
Effective time management
Initiative and problem solving ability
Flexibility and adaptability
Ability to work under pressure
Hardworking
Ability to multitask
Microsoft output

EDUCATION

CBSE delhi

2014

10th

6.8

CBSE delhi

2016

12th

73.4

Bhim rao Ambedkar college university of Delhi

2020

B.com

6.939

WHAT I LEARNT IN GRADUATION

- In graduation I learnt Financial accounting with practical examples
- Knowledge of Business organization and management
- Business law as a core subject
- Business mathematics and statistics with practical approach and examples
- Environmental Science and also Business environment in an Organization and Companies
- Computer Applications in Business completely practical subject as i learnt with practical approach
- Company law as per Indian and international standard
- Income Tax law and practice
- Investing in stock market I chosen this as per my interest and To get more knowledge about stock market
- Corporate Accounting with practical examples as a core subject
- Cost accounting with practical approach
- Advertising I chosen this subject because advertising is playing a crucial role in global world to increase growth of any organization
- Principals of Micro Economics
- Knowledge of human resource management
- Fundamentals of Financial Management
- Collective Bargaining and Negotiation Skills

WHAT I LEARNT IN HIGH SCHOOL

Accountancy

- Accounting for Not-for-Profit Organization
- Fundamentals and Accounting for Partnership Firm
- Accounting for companies accounts
- Analysis of Financial Statements
- Bank reconciliation statement

Learent in Business studies

- Evolution and Fundamentals of Business
- Forms of Business Organizations
- Public, Private and Global Enterprises
- Business Services
- Emerging Modes of Business
- Social Responsibility of Business and **Business Ethics**
- Principles and Functions of Management
- Business Finance and Marketing
- Principles of Management

Learnt in Finance and trade in business

- Finance and Trade
- Sources of Business Finance
- Small Business and Entrepreneurship Development
- Knowledge of Internal Trade
- Knowledge of International Business
- Knowledge of Planing , organizing, staffing , Directing , Controlling, Marketing Etc.

LANGUAGES

Hindi
English

PERSONAL DETAILS

Date of Birth : 29/12/1998
Marital Status : single
Nationality : Indian

ACTIVITIES

International conference on environment at Jawahar lal nehru university (JNU) , Delhi
Sponsored by CSIR – NEERI NOV 2018 – DEC 2018 I Volunteered in the International Environment Conference and this time I discharged my responsibility as the coordinator of the discipline team. As a team coordinator, my responsibility is to head the entire discipline team, give them directions, and make sure that each session will be complete on time. Inspecting the work from time to time and contributing to the smooth running of the event

NATIONAL SERVICE SCHEME October 2017 – December 2018 I became a member of National Service Scheme during my college and as a member I had two types of responsibilities, one inside the college and the other outside the college. It was my responsibility inside the college to keep my surroundings clean and clear and make people aware about cleanliness, tell them about the benefits of cleanliness and motivate them to join the cleanliness campaign. And outside liability is to teach children from slum area at their place and distribute book, notebook etc and on weekly basis we go to old age home to provide service and assistance .

ADDITIONAL INFORMATION

National conference on environment at Dr. bhim rao Ambedkar college delhi

Sponsored by CSIR – NEERI

November 2017 – November 2017

I participated in environmental conferences as a volunteer and became a member of the discipline team whose main function was to help the event run smoothly.

REFERENCE

- **"M S B company, okhla delhi"**

Accountant

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- **"sameer associates"**

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INTERESTS

Reading

Learning

Traveling

Connecting with new peoples