

# Deepak Sharma

S/o Mr. O.P. Sharma



## Personal Info

### Address

3-D-19 Gupteshwar Nagar  
Hiran Magri, Sector- 7  
Udaipur, Rajasthan, 313002

### Phone

+91 7665559635

### Date of Birth

21-Apr-1982

### Gender

Male

### Nationality

Indian

### Marital Status

Married

### E-mail

deepak2322@gmail.com

### LinkedIn

<https://www.linkedin.com/in/deepak-sharma-665a6a36>

## Objective

- To use my education and qualification to maximize my learning to all value to myself in an organization where merits are valued.
- To pursue my career in your esteemed organization so as to add value to your organization with my professional competence, experience & sincerity of efforts.
- To have a name of my own in the field of Finance & Accounts and to look forward for continuous growth and development

## Summary

- **MBA Finance with Certification in IFRS and Cost & Management Accounting having 17+Years of Experience** in F&A upto Finalisation of Accounts, Capable of handling Accounting Operations and Cash Flow Management, Strong knowledge of FEMA, GAAP, IFRS, TALLY ERP and Direct/Indirect Taxation.

## Work Experience

Jun-2016 -  
Current

### Asst. Manager (Finance & Accounts)

**ROTAM CROP PROTECTION PRIVATE LIMITED, Fatehnagar  
Distt. Udaipur, Rajasthan**

Company: Agrochemicals Manufacturing (MNC)

Reporting - Hong Kong HO

- **Accounts** - Handle full set of Accounts, Preparation of Group Finance reports & provide reconciliation information between local Accounting system vs Group monthly reporting package gaps with Ledgers Scrutiny and Bank Reconciliation.
- **Audit** - Coordinate & lead statutory audit & complete audit before AGM deadline ( incl review the audited report drafted by auditor ) and Assist in yearly tax filling & provide necessary info
- **MIS** - Preparation of Monthly, Quarterly and Yearly P&L and Balance Sheet.
- **Finance** - FEMA, Equity Share Capital Injection from Hong Kong, Excess Capital Refund to Hong kong and Export Invoice documentation/ coordination with banks and Monthly Cash Flow forecast to Hong Kong Head office.

## Skills

Tally ERP, IFRS, GST,  
Budgeting, Advance Excel

## Languages

English, Hindi, Rajasthani

- **Budgeting** - Lead & preparation of Annual Budget & monitoring actual expenses vs budget.
- **Taxation** - TDS, GST, Advance Tax Calculation & Timely Deposition and Monthly/Quarterly/Yearly submission of Returns.
- **Insurance** - Documentation work of Corporate General Liability, Directors & Officers Liability, Employees Medical and Personal Accident etc in coordination with Business, Corporate Planning & Projects Deptt and Global HR Deptt - Hong Kong.

Apr-2008 -  
Jun-2016

### Sr. Officer (F&A)

**WOLKEM INDIA LIMITED, Udaipur, Rajasthan**

*Company: Mining & Manufacturing*

- Preparation of Monthly & Yearly Balance sheet.
- Preparation of Yearly Tax Audit.
- Interaction with internal & statutory auditors.
- Checking of Journal, Cash & Bank Vouchers.
- Ledgers Scrutiny.
- Bank Reconciliation.
- TDS, Service Tax & VAT – Calculation, Deduction, Deposition & preparation of returns.
- Preparation of Revenue & Capital Budgets.
- Monthly Preparation of department wise revenue expenses details and cost sheet.
- Accounting of Foreign companies of Wolkem Group upto Balance Sheet finalization.
- Liasioning with Banks for making Bank Guarantee.
- Preparation of Income Tax Assessment details.

Feb-2007 –  
Apr-2008

### Accounts Officer

**SHREE LOGISTICS PVT.LIMITED, Udaipur, Rajasthan**

*Company: Logistics & Mining Excavation*

- Verification of Repair & Maintenance bills.
- Payment to Vendors.
- TDS Deduction on Bills.
- Accounting of Journal & Bank Vouchers in TALLY 7.2.
- Bank Reconciliation.

Feb-2005 –  
Jan-2007

### Commercial Executive

**LIPI DATA SYSTEMS LIMITED, Udaipur, Rajasthan**

*Company: Manufacturer of ATM/Printers*

- Preparation of order acceptance for printers on basis of purchase orders.
- Checking terms & conditions of purchase orders.
- Interaction with Sales persons across the country.
- Invoice Generation.
- Preparation & calculation of sales persons commission.
- Reports of Debtors outstanding on monthly basis.

**Jan-2002 –  
Feb-2005**

## **Accounts Assistant**

**ARAWALI PHOSPHATE LIMITED, Udaipur, Rajasthan**

*Company: Fertilizers*

- Preparation of Journal, Cash & Bank vouchers in TALLY4.5.
- Cash Payment to Transporters.
- Liaisoning with Banks.
- Maintaining manual cash & bank books.
- Bank Reconciliation.
- Computation of VAT.
- To issue Road Permits & form "C".
- TDS deductions on bills.

## **Education**

### **MBA: FINANCIAL MANAGEMENT**

*Rajasthan Vidyapeeth University - Udaipur*

### **P.G. Diploma: Marketing & Sales Management**

*Rajasthan Vidyapeeth University - Udaipur*

### **Bachelor of Commerce (B.COM)**

*Mohan Lal Sukhadia University - Udaipur*

## **Certification**

### **1. International Financial Reporting Standards (IFRS)**

### **2. Cost & Management Accounting**

*International Academy For Certification & Training (IACT) - Noida*

### **3. Diploma: Computer Applications**

*CMC Ltd.*