

## **CA HEMANT KUMAR SHARMA**

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**Present Address:** D-586, Sector 1, Avantika, Rohini, Delhi-110085

**Permanent Address:** E-68, Magadh Nagar, Near Bhagat Singh Circle, Jaipur Road, Chomu Dist- Jaipur (Rajasthan) -303702

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### **OBJECTIVE:**

To achieve excellence in my professional field through learning and hard work.

### **VALUE OFFERED:**

- Adaptable to good inter-personal skills
- Keen interested in learning with an inquisitive approach
- A team player and a self-motivated person to share ideas and learn more

### **CAREER CREDENTIALS:**

#### **June 2016 to Present**

**Working in Rise India Padhopadhao Pvt. Ltd. a group company of Rise India Group, Gurgaon (Haryana) on the post of Finance Executive.**

- Handling Accounting & finance operations & maintenance of statutory books of accounts and administering the finalization of year-end financial statements
- Income tax, TDS and Service tax payment and return filing
- Dealing with vendors
- Preparation of Fund flow statement and Bank Reconciliation
- Budgeting, Cost Analysis and Cost Management

#### **March 2011 to March 2014**

**Completed Articleship training under J K SINGHAL & CO.**

- Conducted Statutory and Tax Audit of various companies.
  - CHOKI DHANI RESORTS PVT LTD
  - PODDAR ASSOCIATES :-HANDICRAFTS MFR. & EXPORTS
  - HINDUSTAN TOOLS PVT LTD.
  - SENTOSA COLOUR LAB
  - ANMOL GEMS
- Conducted Service Tax audit of SBBJ Bank.
- Conducted Internal Audit of BSNL, Udaipur branch.
- Working experience of Direct and Indirect taxation like Return filling of Income tax, Service tax & Sale tax.

**OTHER ACHIEVEMENTS –**

- Attended INFORMATION TECHNOLOGY TRAINING (ITT) organized by The Institute of Chartered Accountants of India (ICAI) wherein I became proficient in MS-Excel, Power point, MS-Word and Tally.
- Attended 15 days General Management & Communication Skill (GMCS) program organized by ICAI wherein I learned more about communication skills, interpersonal skills, presentation skills, group discussion, debates, leadership and team work etc.

**ACADEMIC QUALIFICATION:**

Qualification	Institution	Year	Marks Obtained	University/Board
CA	ICAI	Nov 2015	53.5%	ICAI
B.Com	Commerce College, Jaipur	June 2012	63.22%	University of Rajasthan
12 <sup>th</sup>	Vinayak Senior Secondary School	2009	83.38%	Rajasthan Board of Secondary Education
10 <sup>th</sup>	I.B.N Senior Secondary School	2007	66.33%	Rajasthan Board of Secondary Education

**EXTRA CURRICULAR ACTIVITIES:**

- Pursued diploma course Rajasthan State Information Technology (RSCIT)
- Received Scholarship for better performance in class 12<sup>th</sup>.

**STRENGTHS AND ABILITIES:**

- Ms-Office (MS Word, Excel, PowerPoint)
- COMPUTAX, GENIUS
- Tally ERP 9

**PERSONAL DETAILS:**

Name	Hemant Kumar Sharma
Father's Name	Mr. Sajjan Kumar Sharma
Mother's Name	Mrs. Geeta Devi
Date of Birth	May 08, 1993
Nationality	Indian
Marital Status	Single
Languages Known	English, Hindi & Rajasthani
Hobbies	Reading books, travelling & listening music

**Declaration:** I hereby declare that the particulars mentioned above are true to the best of my knowledge and belief.

**Date**

**Place**

**Hemant Kumar Sharma**