

Bhanupriya Sharma

Accountant - Guru Dev Tourism Pvt. Ltd

Chandigarh, Chandigarh - Email me on Indeed: [indeed.com/r/Bhanupriya-Sharma/79198b1a6346d12c](https://www.indeed.com/r/Bhanupriya-Sharma/79198b1a6346d12c)

- 3.3 years of experience in Financial Accounting, Planning & Reporting in Travel industry
 - A keen analyst with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting.
 - Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements
 - Skilled in handling all the company's accounts and day to day transactions in Tally; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed timeframes
 - Ability to work under pressure, so as to solve problems efficiently and deliver exceptional results.
- Willing to relocate to: Chandigarh, Chandigarh - Mohali, Punjab - Panchkula, Haryana

WORK EXPERIENCE

Accountant

Guru Dev Tourism Pvt. Ltd - Chandigarh, Chandigarh - March 2014 to Present

Key Result Areas:

- Accountable for the:
 - o Maintenance of cash & bank books for local currency
 - o Preparation of Monthly Sales report and calculation of monthly profits.
 - o Preparation of the debtor statements and accounts receivable statements
 - o Cash flow & fund flow statement
 - o Maintenance of books of accounts of the clients
 - o Maintenance of service tax and TDS records
 - o Dealing with banks and organizations for queries regarding account and availing the facilities
 - o Processing of all the bills and invoices
- Carrying out reconciliation of:
 - o Vendor Ledger
 - o Petty cash books
 - o Bank Statements
 - o Cash books
 - o Customer Ledger
- Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
- Handling the preparation of:
 - o Monthly Sales Report
 - o Inventory Status Report
 - o Ledgers

- o Payroll sheet including leave & final settlement for employees

EDUCATION

B.Com. in Certified Industrial Accountant

Kurukshetra University - Kurukshetra, HARYANA, IN
2013

Senior Secondary
2010

SKILLS

Accounting (3 years), TDS (3 years), Book keeping (3 years), Bank Reconciliation (3 years), Petty Cash (3 years), Service Tax (3 years), Cash and Bank (3 years)

ADDITIONAL INFORMATION

AREAS OF EXPERTISE

- Planning and executing annual closure schedules; providing monthly financial statements and administering the closing process
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger
- Preparing and presenting weekly and monthly management reports.
- Calculating & keeping records of monthly TDS deducted and paid for successfully filing of tax returns & also keeping records of challans.
- Maintain records of Service tax input and output, SBC & KKC for filing of ST returns and keeping records of challans.