

Deepak Sharma

Accounts Executive - Company- Medsave Healthcare TPA Ltd

New Delhi, Delhi - Email me on Indeed: indeed.com/r/Deepak-Sharma/1486d55e727b0c6c

- Experience in managing official correspondence, files and records maintenance.
- Take care all the payments and hard cash
- Scrutiny of bills and maintaining vouchers
- Take care of all sales & deliveries
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Interact with internal and external auditors in completing audits.
- Day by day purchase, payments, expenses & receipt entries in Tally ERP
- Invoice Generation-verification, maintaining vouchers.
- Monthly MIS reports and Daily sales and collection reports
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
- Issuance forms from Sales Tax Department.
- Inter unit reconciliation of all branches.
- General Accounting- such as Ledger Entries, Balance Sheet, Bank Reconciliation & Business Transactions
- Assist auditor in preparing in financial statements
- Working knowledge of VAT, CST & Service Tax.
- Taking care of Banking activities.

WORK EXPERIENCE

Accounts Executive

Company- Medsave Healthcare TPA Ltd - July 2011 to Present

Duration - Aug 2010 to April 2011.

Accounts Executive

Company- Transasia Fine Papers Pvt. Ltd

EDUCATION

Industrial Accountant

"The Institute of Computer Accountants" South Ex - New Delhi, Delhi

B.com.

Delhi University - Delhi, Delhi

2011

MBA in Business Administration

Sikkim Manipal University- Distance Education" South Campus - New Delhi, Delhi

ADDITIONAL INFORMATION

- Punctual
- Sincere
- Hard Working

- Self-Motivated