

Himanshi Sharma

Accounts Executive - Eastern Book Co. Pvt. Ltd

Noida, Uttar Pradesh - Email me on Indeed: [indeed.com/r/Himanshi-Sharma/3ccf802393332920](https://www.indeed.com/r/Himanshi-Sharma/3ccf802393332920)

- To make a sound position and work enthusiastically to achieve goals with devotion and hard work.
- To secure a job which provides me satisfaction and opportunities for self-development and at the same time helps me achieve personal as well as organization goals successfully.
- To set new standards of performance by adopting a methodical approach for work assigned.

WORK EXPERIENCE

Accounts Executive

Eastern Book Co. Pvt. Ltd - Noida, Uttar Pradesh - November 2015 to Present

Period of work: From 17th Nov, 2015 - Presently Working

Nature of work performed:

Preparation of Bills, Overseeing Outstanding's, Maintaining of inventory and other related details, Making Ledger Entries, Handling Dishonoured Cheques, Preparation of TDS & Service Tax returns, Bank Reconciliation, Preparing and Maintaining reports of AP & AR, Daily Book Keeping, Dealing in Refund Cases, Making Credit Notes & handling commission cases& Coordinating with other departments.

2. 3R Consulting Services

Shahdra

Department: Accounts and Taxation

Accounts Executive

3R Consulting - Shahdara, Delhi - December 2013 to October 2015

Period of work: From 01st Dec, 2013 - 31st October, 2015

Nature of work performed: Performing the general accounting work and preparation of TDS & Service Tax returns, preparation of balance sheets and other routine accounting works.

* Taxation:

- Income Tax Returns: Filed Income Tax Returns during the above period
- Consulted Various Clients on Taxation Issues.
- Filed TDS Returns and Conducted 40 Tax Audits including Online Uploading of Tax Audit Reports with DSC Authentication.
- Service Tax Registration of 8 Clients, Filing of Tax Returns and Computation and Compliances as per the Act.

* Advisory Services

- Consultancy given on Income Tax Act and Wealth Tax for various issues (Capital Gains, Tax deducted at source, Assessments, Salary, etc to the Corporate assesses.
- Consultancy given on Service Tax (Reverse Charge, Exemption Notification, Negative List, Services etc)

Articleship Experience

1) Krishan Murari and Co.

Chartered Accountants

Sector -12, Noida

Period of Articleship: 20th August 2010 to 20th November 2010

Description of Work done:

* Accounting

Maintaining books of accounts of Individual, Partnership Firms as per governing statute and its finalization process such as preparation of financial statements.

* Compliances

Relating to Company Laws and able to file various e-Form required to be filed with Ministry of Corporate Affairs.

2) Rohit Kc Jain and Co.

assistant in preparing appeals & cases before Income Tax Authorities

Chartered Accountants - New Delhi, Delhi - November 2010 to September 2013

New Delhi

Period of Articleship: 21st November 2010 to 30th September 2013

Description of Work done:

* Taxation

* Preparing and filing of Income Tax Return (including e-returns), in case of Companies, Partnership firms and Individuals and preparation of Tax Audit reports, Computation of income.

* Preparing and filing of TDS return and Service Tax return.

* Worked as an assistant in preparing appeals & cases before Income Tax Authorities.

* Computation of advance tax.

* Rectifications of Order.

* Administrative assistance on matters such as PAN, Refund Orders and other Tax regulatory clearances.

* Preparation and filing of replies to TDS default notices..

* Drafting of various agreements & deeds.

Auditing

Statutory Audit, Tax Audit, Internal Audit, Bank Audit.

* Accounting

Maintaining books of accounts of Individual, Partnership Firms as per governing statute and its finalization process such as preparation of financial statements.

* Compliances

Relating to Company Laws and able to file various e-Form required to be filed with Ministry of Corporate Affairs.

* Highlights of Clientele Exposure

RP Foam Home Pvt. Ltd. (Leading PU Foam Manufacturer), Amoliq Jewelers Pvt. Ltd. (Manufacturer of gold jewelry.), Super LPG Appliances (Manufacturer of LPG Stove), Grand Notting Hills Hotels AND Resorts Pvt. Ltd (Event Management Company), Bank Of India and PNB (Banking), Ishaan Metals Pvt. Ltd (Leading Commodity Broker) . SJ Designs Pvt. Ltd. (Exporter of Readymade Garments), Takshila Education Society (Running Delhi Public School in various states), Samajik Suvidha Sangam (Government society) etc.

EDUCATION

CS

ICSI - New Delhi, Delhi

2014

Delhi University - Delhi, Delhi

2013

Class XII

Ram-eesh International School - New Delhi, Delhi
2009

Class X

Ram-eesh International School - New Delhi, Delhi
2007

leadership

Was appointed as head girl of the school
2006

CA - Final in Chartered Accountant

ICAI - New Delhi, Delhi

CA Final

ICAI

ADDITIONAL INFORMATION

Key Skills: Well versed with MS Office and Working Knowledge of Tally and Compu-tax
Family Background Father: Business

I hereby declare that information that I have furnished above is true to my knowledge and belief.

Sd/-

(Himanshi Sharma)