

# Pradip Sharma

## Accounts Executive - Acknit Industries Ltd

Kolkata, West Bengal - Email me on Indeed: [indeed.com/r/Pradip-Sharma/2a6b50b299fc7bcd](https://in.linkedin.com/in/Pradip-Sharma/2a6b50b299fc7bcd)

- About 6 years of professional experience in the field of Accounting in the areas of Accounting, Document Control and Industrial Accounting, Inventory items from Raw Materials to Finished Goods until Shipment.
- CST, VAT, TDS, TCS, Service Tax and Payroll, Excise Duty, E-Filing, Budgeting

### WORK EXPERIENCE

#### Accounts Executive

Acknit Industries Ltd - Kolkata, West Bengal - June 2010 to Present

in the following areas:

- Maintaining the inventories and Raw materials items with physical Stock.
- Maintaining Purchase and Sales Bills.
- Receivables & Payables details
- Bank Reconciliation statement
- Debtor's & Creditor's Reconciliation
- TDS, TCS, Service Tax, CST, VAT.
- Excise Duty in sales and Purchase.
- Salary Statement with Payroll in Tally ERP 9.

### EDUCATION

#### B.Com

Surendra Nath Evening College  
2010

Dum-Dum Airport Hindi High School  
2007

#### Cost Accountant

ICWAI

### ADDITIONAL INFORMATION

Computer Proficiency

Diploma in Financial Accounting from Tally Academy and from the Cost and Management Accountant of India.

- Knowledge of Basic Hardware and Internet Applications.