

# Nimish Sharma

New Delhi, Delhi - Email me on Indeed: [indeed.com/r/Nimish-Sharma/232d1655708139f4](https://indeed.com/r/Nimish-Sharma/232d1655708139f4)

My Search for professionally managed work environment, which is constructively critical interactive as well as geared to recognize, develops and rewards ideas and initiatives. Since I meet all the required qualifications and experience conditions, I wish to offer my candidature for the same and supply hereunder my details relevant to the job. I assure you. Sir, that if selected I shall do my work most conscientiously. If you favour me with an appointment I shall do my best to work to the entire satisfaction of my superiors.

Currently working in PERFECT WELLNESS PVT. LTD. - (FX GROUP), As Accountant

## WORK EXPERIENCE

### Accounts Executive

PERFECT WELLNESS PVT.LTD - Faridabad, Haryana - May 2012 to Present

COMPANY PROFILE: Perfect Wellness is a Super-Specialty healthcare institution that provides world-class medical services in Dental Care, Weight Loss, Eye Care, Optical Care, Physiotherapy and. Over the eight years of the establishment, over 2.5 Lac patrons have entrusted us with their health. Committed to excellence in the delivery of medical outcomes, our team of experts comprises highly qualified and experienced medical professionals. Our top-notch infrastructure and technology ensures a huge range of services and treatments to take care of every concern you may have. Our team of dedicated service professionals brings comfort and compassion, ensuring that your health and wellbeing remains a priority, no matter what treatment you're going to undertake.

#### FUNCTIONAL ROLE & RESPONSIBILITIES:

- > Keep a track of Daily Cash Collection Reconciliation.
- > Bank Reconciliation On daily basis with net banking statement.
- > Handling Payment, Receipt, Petty Cash Book, Credit Note. Debit Note.
- > Bank & Ledger Reconciliation.
- > Ageing wise Vendor reports.
- > Unit Reconciliation, Vendor Reconciliation.
- > Maintained copies of vouchers, invoices, and correspondence necessary for files.
- > TDS Return

### Accounts Executive

R.C.AGARWAL & CO - Delhi, Delhi - November 2010 to April 2012

COMPANY PROFILE: R.C.AGARWAL & CO, a firm of Indian Chartered Accountants provides business advisory solutions including auditing, Indian & International taxation, accounting services, management and financial consultancy services to various corporate and commercial clients as well as individuals, trusts, schools, societies etc. throughout India and abroad. We represent a combination of specialized skills which are geared to offer sound financial solutions and services.

#### FUNCTIONAL ROLE & RESPONSIBILITIES:

- > Basically Roles: Accounting, Auditing & Taxation.
- > Responsible for timely Payment of Income Tax, VAT, TDS, Services Tax & other Statutory Payments.
- > Maintaining all books of accounts on latest version ERP Tally 9.
- > Preparation of Income Tax Return, TDS Return & Service Tax Return.

- TDS certificates follow-up and reconciliations.
- Prepare and maintain various supporting documents like bills, receipts, vouchers, invoices, purchase orders and records.

### **Accounts Executive**

SAFEXPRESS PVT LTD - June 2007 to October 2010

COMPANY PROFILE: Safexpress has firmly entrenched itself as the 'Knowledge Leader' and 'Market Leader' of the supply chain & logistics industry. Safexpress offers a complete spectrum of supply chain & logistics services including Express Distribution, 3PL and Consulting Services to enterprise customers. Safexpress provides services to a vast array of business verticals ranging from Retail & Apparel, Automotive, Engineering, Electronics, Electrical to Telecom, IT, FMCG, Healthcare and Publishing Industry.

#### FUNCTIONAL ROLE & RESPONSIBILITIES:

- Keep a track of Daily Cash Collection Reconciliation.
- Bank Reconciliation On daily basis with net banking statement.
- Handling Payment, Receipt, Petty Cash Book.
- Bank & Ledger Reconciliation.
- Contacting customers concerning payment dues and account collections.
- Maintained copies of vouchers, invoices, and correspondence necessary for files.

#### EDUCATION

##### **Master of Commerce**

University of Rajasthan

2007

##### **Diploma in Industrial Accountant**

Board / Institute

2007

##### **Bachelor of Commerce**

University of Rajasthan

2005

#### ADDITIONAL INFORMATION

##### IT SKILLS

- Well versed with MS Office, FoxPro, Busy, Genius, Tally Version- 6.3, 7.2 and Tally ERP 9.
- Internet Surfing & Emails.