




# UJJAWAL SHARMA

## ACCOUNTANT

### Contact

-  +91- 9310801311
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-  Hari Enclave- 2,  
Sultanpuri C Block, Delhi

### Skills

- Communication
- QuickBooks & Excel Proficiency
- Proficient in Tally
- Strong attention to detail
- Time management skills
- Problem-solving abilities

### Language

English	(Good)
Hindi	(Good)

### Summary

Detail-oriented and highly organized accountant with 4 years of experience in public accounting and corporate finance. Proficient in managing financial records, preparing tax returns, and conducting audits. Strong analytical skills with a commitment to accuracy and compliance. Excellent communication and interpersonal skills, adept at collaborating with cross-functional teams to optimize financial processes.

### Education

<b>Bachelor of Commerce</b> School of Open Learning	2022-2024
<b>Senior Secondary Education</b> Geeta Sr. Sec School No-2	2019-2020
<b>Secondary Education</b> Shri Tula Ram Public School	2021-2022

### Experience

#### In Multi- Disiplinary Firm ( M.T.M Associates)

- Managed full-cycle accounting processes, including accounts payable/receivable, payroll, and general ledger maintenance for a corporation.
- Assisted in the preparation of tax returns for individuals and small businesses.
- Contributed to team projects by analyzing financial data and preparing reports for senior management.
- Used Tally software for accounting and bookkeeping tasks.
- Assisted in preparing GST returns for clients.
- Basic understanding of financial statements and auditing processes

#### In Private Limited Company

- Managed accounts payable and receivable, ensuring timely processing of invoices and payments.
- Prepared monthly financial statements and reports, highlighting key performance metrics.
- Conducted reconciliations of bank statements and general ledger accounts to ensure accuracy.
- Collaborated with auditors during annual audits, providing necessary documentation and insights.