**Bhaskar Bhatnagar**

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**+91 863-099-0258**

**Rajesh Bhatnagar 11/1168 ,Dharm Singh**

**Wali Gali Near Maman Chowki,Satha,**

**Bulandshahr**

**Objective**: “To enhance my knowledge, strengthen my skills and work in a professional environment”.

**Summary:**

Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities. Focused Account Specialist with 4 years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations.

**Summary of Skills**:

* Good command over Tally 9.0
* Good command over Marg ERP 9 Software.
* Good command over client on call or meeting.
* Extremely well organized, Self-motivated and a team player.
* Target oriented and focused with the ability to manage time and meet goals and deadline.
* Excellent communication and presentation skills.
  + Financial statement review
  + Account updates
  + General ledger account
  + Advanced bookkeeping skills
  + Sales
  + Purchase

**Accounting Software:**

* Tally ERP 9.0, Tally 7.0
* Marg ERP 9.
* Operating System-Window XP, Window 7, Window 8
* Tools-Good command over MS Office (MS Word, MS Excel).

**Professional Experience:**

**Harsh Mediways Greater Noida, India**

**Role: Accountant July 18 – Continue**

**Technology Used:** Marg ERP 9 & M.s office.

**Description:** It’s a Big Stockist firm of all type Medicines.

**Responsibilities:**

* Tracked and documented all expenses.
* Supported monthly general ledger closing activities, including preparing journal entries and reconciliations.
* Prepared accounts for industry audits and supported audit process.
* Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
* Verified over 200000 of cash and credit payments daily.
* Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
* Monitored hiring, training, performance and development of on-site accounting leaders.
* All kinds of activities related Accounts handle by me.

**Accord Electro power Pvt. Ltd. Noida, India**

**Role: Accountant Dec 17- June 18**

**Technology Used:** Tally 9.0 & M.s office.

**Description:** It’s a Big Manufacturer Factory of Transformer.

**Responsibilities:**

* Generated and submitted invoices based upon established accounts receivable schedules and terms.
* Reviewed and processed employee expense reports and vendor invoices for payment.
* Cooperated with engineering, manufacturing and corporate accounting to verify adherence to quality standards.
* Reviewed and processed client payments, including electronic payments and check deposits.

**Tech Mech Pvt Ltd. Meerut, India**

**Role: Accountant July16 - Dec 17**

**Technology used:** Tally, Ms Office.

**Description**: It’s a Ca firms which handles all firms, factory, & company Accounts like in city almost all near Meerut.

**Responsibilities:**

* Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
* Accurately calculated deductions and processed payroll for employees.
* Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations with 100% accuracy.
* Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
* Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.

**Awards and Achievements:**

* Win Employee of the month in Tech mech Pvt Ltd.

**Education:**

Master of Commerce, Shobhit University, 2018

Bachelor of Commerce, Shobhit University, 2016

(Bhaskar Bhatnagar)