**Vikas Sharma**

**: House No-731, Shiv Puri, Vijay Nagar, Ghaziabad**

# : **Phone**: **+91-9899062609**; : **Email**: **vikas1991sharma1@gmail.com**

# **ACCOUNTING PROFESSIONAL:**

Seeking a challenging and Wish to develop my career in Operations, to acquire a challenging position in an Environment where I can best utilize my skills and education.

**PROFILE :**

* **Qualified individual with good working knowledge in Accounting**
* Systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization; Effective communicator with exceptional analytical & problem solving skills & expertise in **Accounting.**
* Excellent temperament to multi-task and coordinate various activities under high pressure and time constraints. Analytical abilities & creativity to build-up competitive advantage and contribute to the growth of the business.
* Self-Motivated and goal driven with a strong work ethics, continuously striving for

Improvement coupled with excellent Administrative aptitude with an eye for detail

And the commitment to offer quality work.

**PROFESSIONAL EXPERIENCE:(15.04.2013 to Present.)**

### Manufactury Company HAWK INDUSTRIES PVT LTD as an Executive Account from 15th April-2013 to 19 Nov 2016. Currently working Trading Company VALUE PLUS RETAIL PVT LTD 21 NOV -2016 TO PRESENT.

**KEY RESPONSIBILITIES:**

* Entering excise purchase & sales into books of account & final approval upto payment.
* Bank Reconciliation& Branch Reco
* Party Reconciliation
* Preparing Excise Detail for filing Excise Return.
* All Voucher Related to Gst & Tds Deduction
* Maintaining daily stock register-RG-1, RG-23
* Petty cash Detail
* All Online billing and Listing & Order Processing and return claim (Paytm, Amazon, Flipkart)

**EDUCATIONAL CREDENTIALS**

* Graduation in Commerce fromC.C.S University.
* Senior Secondary Certificate from U.P.Board.
* Higher Secondary Certificate from U.P.Board.

**COMPUTER PROFICIENCY**

|  |  |
| --- | --- |
| Operating System | Tally.ERP9-TCP |
| Packages | MS Word, MS Excel |

**PERSONAL DETAILS:**

Father Name : Anil Sharma

Sex : Male

D.O.B : 27/08/1992

Marital Status : Unmarried

Languages Known : English, Hindi

Nationality : Indian

**HOBBIES:**

Listening to Music.

Playing to cricket.

**DECLARATION:**

I hereby declare that all the information provided is true to the best of my knowledge and belief.