**CURRICULUM VITAE**

**VINAY SHARMA  
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**Career Objective**

* **To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.**

**Career Summary**

* **10 years experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.**

**Personal Qualities**

* **Good communication skills**
* **Keen observer & Trustworthy**
* **Smart working ability & Multitasker**
* **Skills improvement ability according to work & MIS Reports**
* **Self motivated**

**Technical Skills**

* **Well versed with MS office.**
* **Certification in Tally 9.0 from F-TEC, Rohini Sector-15.**
* **Experienced in working on Tally 9.0 & Marg software.**
* **Experienced in working on Brainvalley Software.**
* **Internet Savvy.**

**Key responsibilities handled**

* **Maintain day to day books of Accounts in Tally,**
* **Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors,**
* **Maintain Internal Audit: Stock, Sale & Purchase Book,**
* **Maintain Journal Entry Sale, Purchase & Exp Invoice,**
* **Maintain GST Return Report , Other GST Work & TDS Work,**
* **Reconcile GST 2A from Tally Software,**
* **Maintain Attendance & Salary Records,**
* **Tally and reconcile bank deposits and bank payments with books and bank records.**
* **Reconcile and tally customer balances with ledger accounts and invoices details**.

**Work Experience**

* **Still working in ALS Limited (IAS Coaching Centre) as a Accountant from 2018.**
* **Saraswati Pipe Udyog (Astral Authorized Dealer) as a Accounts Executive from 2016 to 2018.**
* **V.S.Automobiles as a Accounts Executive from 2012 to 2016.**
* **Fucon Technologies Ltd. (Competent Automobiles) as a Accounts & Administrative Executive from 2010 to 2012.**
* **Satish Chander Associates (Cost Accountant) as a Accounts Executive from 2009 to 2010.**

**Academia**

* **M.Com from IGNOU in 2018.**
* **B.Com from Delhi University in 2014.**
* **12th from C.B.S.E Board in 2009.**
* **10th from C.B.S.E Board in 2007.**

**Personal Details**

* **Languages Known- Hindi, English**
* **Date of Birth – 10/02/1991**
* **Marital Status - Married**
* **Address- A-28/2, Yadav Nagar, Samaypur, Delhi-42**

**Date: (Vinay Sharma)**