**Gaurav Sharma**

✆: 91-,8433093332

🖂: gauravsharma9457@gmail.com

**PROFILE**

* A dynamic professional offering **nearly 5 years** of experience as Account Executive.

***Sales Tax~Gst~Bank Reconciliation~TDS***

**EXPERIENCE**

**Simbholi suger limited Since Oct-10**

**Asstt Account**

**BHALLA INTERNATIONAL Since Sept’12**

Account Executive

**RECENT KEY RESULT AREAS**

**BHALLA INTERNATIONAL**

* Maintaining cash, bank transaction and also bank related work comprising all electronic transactions.
* Performing daily entry of accounting.
* Preparing Credit Note, Debit Note.
* Taking care of vendor payment on time after invoice verification.
* Making a Tds return qtrly basis
* Prepared a Gst Return, Gst 1 ,Gst2 & Gst 3 …
* Bank reconciliation daily basis
* Prepared Balance Sheet & Profit & loss A/c

**SKILLS**

Tally ERP, MS Office, Tax base & Gst base

**EDUCATION**

**M.Com** from CCS UNIVERSITY **Meerut**, 2013

**B.Com** from **D.N Digree Collage Meerut**, 2008

HSC from GIC Inter Collage 2003

SSC from BAV Inter Collage 2005

**ABOUT ME**

**Name:** Gaurav Sharma

**Father’s name**  Sh. Atma Ram Sharma

**Mother’s name**  Smt Pushpa Sharma

**Date of Birth:**  30 June, 1986

**Address:**  1/36 New Mohan Puri **Meerut**

**Languages Known:** English, Hindi,

Gaurav Sharma