# Objective

To work with an esteemed organization and grow my skills align with organization’s objective, to achieve the best result for self growth and business.

# CURRENT Job Profile

* Finalization Balance Sheet & Profit & Loss A/c
* GST Return & Report
* Tds, Esi & Epf Contribution
* Bank Reconciliation.
* Debtor & Creditor Reconciliation

# Professional Experiencer

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| --- | --- | --- |
| **Company** | **Duration** | **Designation** |
| M/s Aero Club (Woodland) | 17th August 2010 to till date | Senior Accountant |
| M/s Modi International | 11th Jan. 2009 to 14th Aug. 2010 | Accountant |
| M/s Puneet Mishra & Co.(Chartered Accountant) | May 2006 to Jan. 2009 | Assistant Accountant |

# KeY RESPONSIBLITIES

Performing and managing all accounting function i.e Balance sheet, Profit & Loss account, Bank reconciliation, Debtor & Creditor reconciliation, GST Return & Report, TDS ,EPF, ESI, Income Tax, Stock Maintain and many other related statements for companies, firm etc.

# SAP FICO

Having 5+ years of SAP Accounts and Finance Experience in manufacturing Industries. Responsible for Accounts Payables, Receivables, Petty Cash, Banking & Account Reconciliation, Statutory dues report, financial statements, employee payments, responsible for coordinating all inter-unit accounts maintenance and reconciliation of inter-company receivables, interacting with different levels of senior management/ management to improve the information sharing process to improve the efficiency.

# Computer Skills

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| *Applications* | | | | | | Microsoft Excel Sheet, Microsoft Word, |
| *Accounting Application* | | | | | | SAP Fico, Tally 7.2, ERP.9-Tally |
|  |  |  |  |

# Educational Qualifications

* MBA (Finance) from Sikkim Manipal University.
* Passed Bachelor of Commerce from Delhi University.
* Passed Class 12th from HBSE Board.
* Passed Class 10th from HBSE Board.

# PERSONAL Profile

**Date of Birth :** 25-11-1987

**Sex** : Male

**Marital Status :** Married

**Nationality :** Indian

**Language Known :** English, Hindi

**Permanent address :** S/O Shri Sidheshwar Sharma,

Dheeraj Nagar-III, Atmadpur Extn.,

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Haryana – 121003,

India.

**Phone :** +91-09971206029,

**E-Mail Id :** sanjeevkumar088@gmail.com

I hereby declare that all the information given above is true and I hold the responsibility of its authenticity.

Signature: - Sanjiv Kumar

Date:

Place: