



GIRISH SHARMA

**Address for Correspondence: House No -401-C, Sector-91, Phase-II
Surya Nagar Faridabad, Haryana-121003**

Contact #: 9968004297

Contact Email Address: girish.sharma.xx@gmail.com

Seeking senior level assignments in Accounting/Financial Planning/
Taxation/ Auditing/ Budgeting with an organization of repute, 26+ Yrs. Exp.

Key Skills:

Accounts, Financial Planning, Taxation (Income Tax), Auditing, Budgeting

Education Qualification:

B.Com(Regular) for PGDAV College, (University of Delhi).

M.Com. from Annamalai University in 2nd Division.

Additional Qualification:

Diploma in Stenography from YMCA, New Delhi.

Summary of Skills and Experience

Over 26 years of experience in Accounting Management, Taxation, Auditing
Presently associated with A Reputed Hospital, St. Stephen;s Hospital, Tis
Hazari, New Delhi. A strategic planner with expertise in designing &
implementing systems & procedures to achieve cost control & financial
discipline and enhance the overall efficiency of the organization. Proficient
in preparing tax plans and ensuring timely assessment and filing of tax
returns in compliance with statutory tax acts.

PROFESSIONAL EXPERIENCE:

Working with St. Stephen's Hospital:: Since last 26 years

Designation: Jr. Accountant

1. Reconciliation of all banks.
2. Checking the daily collections, day book, till finalization of the Fund Flow Statement.
3. Maintaining all investments of the Hospital and keeping the record and reconciling the interest given by bank.
4. Maintaining and keeping the securities of the Hospital Staff, Doctors, Nurses, and Paramedical Staff.
5. Also doing the job of Day Routine like making the payments of contractors, companies, and others.
6. Handling the daily collection of A Branch of St. Stephen's Hospital Healthcare Facility, Gurgaon started from April 2012 and the inauguration on 30.11.2012 by Hon'ble Chief Minister of Haryana.

Work Profile: (Last 15 Years)

Current Profile:

1. Responsible for depositing TDS regularly and filing the quarterly return (24q and 26q) also Revised return .
2. Preparation of Form 16 and Form 16A and computation of all Hospital Employees regarding the calculation of TDS.
3. Preparation of salaries and retainer ship of the Hospital Personnel.
4. Handling all the cases of assessment and hearing regarding income tax cases , Exemption and Service Tax.
5. Maintaining all investments of the Hospital and keeping the record and reconciling the interest given by bank.
6. Maintaining Hospital's Loan Fund Society.

Remember able Achievement- Received Best Employee award from Hon'ble Minister Smt. Margaret Alva in 1998.

Worked as Chief Cashier

Previous Profile:

1. Worked as a Chief Cashier, responsible for handling the cash and public dealing.
2. Preparation of Routine Day Book
3. Responsible for preparation of Bills too in billing section.

Fizz Drinks Ltd.

(Marketing Division of Usha Rectifier Corporation India Ltd., Faridabad)

(3)

Duration: Worked for 2 years

Designation: Account Asst.

Work Profile:

1. Responsible for maintaining the book keepings from trial balance to balance sheets.
2. Reconciliation of parties and banks.
3. Responsible for handling cash dealings too.
4. Handled marketing aspects of the company too.

Vishal Lacto India Ltd.

(Okhla, New Delhi)

Duration: Worked for 1 year

Designation: Account Asst.

Work Profile:

1. Responsible for handling share matters.
2. Handled routine bank jobs.
3. Handled Cash related matters too.

(Girish Sharma)

Personal Information:

Date: 01.07.2020

Place: FARIDABAD

Date of Birth:

10th Nov, 1967

Address for Correspondence:

401-C Sector -91

Surya Nagar PH. II Faridabad - 121003

Haryana Mobile No.- 9968004297

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