



CURRICULUM-VITAE

SHARMILI CHOUDHARY

Krishna Nagar, Meerut Road
Ghaziabad.

Tel: 9717317384,

E-mail: sharmilichoudhary212@gmail.com

Objective

Seeking a position as an Assistant Accountant Executive where extension experience will be further developed and utilized.

Significant Strength

- Strong understanding of the working of an office.
- Excellent interpersonal skills-to deal with customer and external contacts.
- Basic understanding of accountancy and book-keeping.
- Good organizational skills and ability to work to, and sometime implement own processes
- Independent and clarity of thoughts.
- Positive thinking.
- Adaptability, ensuring smooth interaction with team members makes me energetic.

Education

- M.Com Pursuing from CCS University
- B.Com Passed from CCS University 2016.
- Intermediate Passed from UP Board in 2013.
- High School Passed from UP Board in 2011.

Technical Skills

- Operating System: Windows2000, XP
- Packages: Tally ERP9,
- Microsoft Office (Excellent excel & Word skills).
- Good knowledge of computer.
- Good knowledge of Internet.

Professional Experience

- Worked as an Assistant Accountant with HEALTH QUADRANT In Vaishali form 01 January 2016 to 15 may 2017.

Role and Responsibilities:-

- Monthly management account preparation
- To complete and maintain sale invoices and reports
- Accruals & prepayment
- Bank reconciliation, Posting & balancing
- Weekly wages, petty cash and other journal posting
- Daily bank receipts posting

Employee-Personal

- Setup new suppliers on accounting software
- Reports on debtors and creditors
- Monthly GST return Preparation

Professional Experience

- Worked as an Assistant Accountant with Gaur Group of Company 01 July 2017 to 30 September 2018.

Gaur Group of Company

- 1. Optimum Contracts Pvt. Ltd. (Contract Firm)**
- 2. Proto-Type Industries (Manufacturing)**
- 3. Optimum Industrial Solutions (Trading)**

Professional Experience

- Working as an Accountant with B. R. INFRAVENTURES PVT. LTD. from 01 November 2018 to till date.

Role and Responsibility:-

- Day today account preparation
- To complete and maintain sales invoices and reports
- Reporting Purchase detail and P.O. analysis
- Bank reconciliation, posting and balancing
- Daily / weekly wages, pert cash and other journal posting
- Daily bank receipts posting
- Reports on debtors and creditors
- Making salary of company staff
- Making TDS return and GST return monthly
- Maintain Site Exp. And Incomes

Personal Details:

Name	:	Sharmili Choudhary
Father's Name	:	Mr. Om Prakash
Date of Birth	:	11 March, 1996
Married Status	:	Single
Contact No.	:	+91 9717317384
E-mail	:	sharmilichoudhary212@gmail.com
Language Known	:	Hindi, English
Hobbies	:	Always try to learn new things & done them well

Date:

Place:

(SHARMILI CHOUDHARY)