


KOMAL SHARMA

Assistant Accountant

 Komal2351@gmail.com

 9674620301

 9 Peary Mohan Paul Lane
Girish Park Kolkata

TECHNICAL SKILLS

Tally Erp 9

Advance Excel

Ms Word

Microsoft PowerPoint

INTERESTS

Teaching

Music

Web series



CAREER OBJECTIVE

A B.com (Hons) graduate who is seeking for an opportunity to work in a developing and challenging working environment which would encourage me to improve and acquire necessary skill sets required in the present day business scenario.



EXPERIENCE

Sankar Enterprise

Assistant Accountant
May 2017 - June 2020

1. Maintaining inventories, generating invoices and updating ledgers.
2. Responsible for smooth running of day-to-day operations and tasks.
3. Keen attention to details and point person for maintenance and mailing.
4. Handle customer inquiries and complaints.
5. Monitor and maintain office supplies acquisitions.

Cheviot Agro Industries Private Limited

Executive
04/08/2020 - Currently Working

1. Maintaining inventories, generating invoices and updating ledgers.
2. Responsible for smooth running of day-to-day operations and tasks.
3. Keen attention to details and point person for maintenance and mailing.
4. Assist in GST related work, Depreciation, Gratuity and TDS.



EDUCATION

Calcutta University

Bachelors Of Commerce Major Accounting and Finance
52%
2017

Rajasthan Vidya Mandir

Higher Secondary School Education (ISC)
88%
2014

Rajasthan Vidya Mandir

Secondary School Certificate (ICSE)
88%
2012

The Institute Of Computer Accountants

Certified Industrial Accounting
B+
2017

Universal Academy

The Complete Financial Analyst Course 2020

2020



PERSONAL SKILLS

1. Good Interpersonal Skills.
2. Ability to work cordially in team as well as independent.
3. Adaptive and amiable nature.
4. Quick learner and goal oriented.



PERSONAL PROFILE

Date of Birth : 23/04/1996

Marital Status : Single

Nationality : Indian

Known Languages : English & Hindi

Father's Name : Gyarshi Lal Sharma