Curriculum Vitae

## Abhishek Sharma

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M. No. : 9926838522, 9425644305

C/o Shri Anil Sharma, Flat No.110,

First Floor, Bhagwan Parisar, Behind

C-21 Mall, Misrod, Bhopal-462026

**Objective:**

Seeking a progressive work environment to prove myself worth of the job and achieve over all excellence.

**Strengths:**

* Confident and problem solving skills.
* Quick learner.
* Ability to accept Challenges.

**Education Qualification:**

* Passed Matriculation Examination From M.P. BOARD 51.6%(2000)
* Passed Senior Secondary Examination From M.P. BOARD 70.88%(2002).
* B.Com (Pass) from BARKATULLAH UNI .BHOPAL 53.6%(2005)
* MBA Finance from Barkatullah Uni. Bhopal with 62% (2010)

**Technical Qualification:**

* Good Knowledge of Computer Software
* Operating System: Windows XP Professional

**Professional Qualification:**

* SAP ACCOUNTING(PURCHASE- MIGO,MIRO, debit/ credit note)
* MBA Finance from Barkatullah Uni. Bhopal with 62% (2010)
* Industrial Accountant course from ICA; Najafgarh.

Course contents:-

* Windows 98 & XP, Ms-office
* Software Packages:-Tally ERP, Busy, Fact.

**EXPERIENCE:**

* **Currently working with Som Group of Companies Bhopal as a sr. accounts executive since 01/9/2012 to till date.**
* **Worked with MPWPCL Bhopal from 01/07/2010 to 31/07/2012 as an Accountant.**
* **Worked with Makson Industries Pvt. Ltd. Mandideep (Bhopal) as an ACCOUNTS ASSISTANT. (1/1/2008 To 30-12-2008 )**
* **Worked as an ASSISTANT ACCOUNTANT in ATAL TRADERS M.H.1 3 years. (1/5/2004 To 31/7/2005)**

**JOB PROFILE:-**

* Complete Tally operation (sale,purchase,receipt/payment,contra/bank & stock/inventory)
* SAP accounting entries (MIGO/ Miro/ Invoice Verification)
* Debit/Credit Notes in SAP.
* JV in SAP (FB-60)
* Entry in Udhyog Munsi Software
* Manual Accounting.
* Vouchers Preparations ( Expense voucher & etc)
* Stock Keeping & Verification ( Physical Audit of stock & Creating Monthly reports)
* Bank Reconciliation Statement.
* Party Reconciliation Statement.
* Cash Handling
* Payment Follow-up
* Outstanding report of suppliers
* Assistant Internal Audit.
* Vehicle unload.
* Co-ordination with store & quality department.
* Scrap material sale.
* Manage loading/ unloading manpower.
* And others accounting activity.

**Personal Details:**

Father’s Name : Late Sh. Ram Gopal Sharma

D.O.B : 14th May 1985

Marital Status : Married

Language Known : English & Hindi

Hobbies : Reading, Listening to Music

& gaining more knowledge in accountancy

Field

Notice period : 30 days after confirmation

Current CTC : 3.25 Lac P.A

Date: (Abhishek)