**Raman Sharma**

Ward no.16, Hanuman bagichi, Ellenabad

Disst Sirsa Haryana, **Mobile:** 079883-43334

**Email:** Raman.sarswat85@gmail.com

**SYNOPSIS**

* Well versed with modern accounting systems & procedures.
* Adept at handling day-to-day activities in co-ordination with internal/external departments for smooth business operations.
* Possess good organizational, time management, communication and listening skills.
* Exposure in Accounting (Up to finalisation), Auditing (Of small sizes enterprises, Bank ), taxation (TDS and GST Periodical and Annual income returns )

**Present Employment**

**The Ellenabad Co-operative mrtg. Accountant Dec.2012 to present**

**Cum processing society ltd**

**Shop no.63 Grain market Ellenabad (Sirsa)01698-220009**

**Role**

1. Hardcore accounting with having 100 crore + turnover including tax matters(TDS & GST) and audit compliance.
2. Day to day accounting to finalisation of accounts and liaison with parties and banks.

**1 Accounting**

From initial of transaction to finalise of Balance sheet.

**2 Taxation**

 Regular monthly GST, TDS and Income tax returns.

**3 Banking**

 Proper maintenance of Bank Current OD and other accounts and Liaoning with banks for easiness of banking activities.

**Previous Employment**

**Rajesh Sajjan Associates Ca Firm Article Clerk Oct 09 to oct 2012**

252-53, Madhav kunj, Upstairs to ICICI Bank

Hanumangarh Town (Rajasthan) 335513

01552-222655

094143-28335 (Ca Rajesh Goyal)

**Role**

1 Audits

 Annually Tax audit, Bank audit etc..

2 Accounting

 Converting govt entity’s manually accounting system into Fully computerised system.

 Outsourcing work of various firms’ accounting.

3 Taxation

 Regular tax returns to attending tax offices for matters like scrutiny returns.

 **ORGANISATIONAL EXPERIENCE**

**DARCL Accounts executive Dec’06 to dec’07**

Gurgaon

* Handling day to day accounting, cash and bank activity of branch.
* Preparing daily cash and bank statement of branch and reporting to the manager.
* Entries of exp, income, general, debit note, credit note in companies own software (vines A online software like sap system).
* Preparing bank reconciliation report in end of the every month.
* To distribute salary of employee through bank and treating them in onlinedatabase system.

**Educational**

Chartered accountant Inter Icai Nov.08
B.Com KUK, Kurukshetra 2005

Industrial accountant ICA 2006

Well versed with Tally, ERP, MS office tools and other accounts related software

**PERSONAL DETAILS**

Date of Birth : 10th October 1985

Marital status : Married

Father : Late Mr. Prem Parkash Sharma

Career Objectives : To reach up to the senior position of an organisation

With more responsibilities where I can take independent decisions.

**Raman Sharma**