

CURRICULAM VITAE

NISHANT SHARMA

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CAREER OBJECTIVE:

To use my potential along with my knowledge & training provided by Institution & Organization. I have in my past to contribute my sincere services & best of my duties in behalf of any organization I would join.

PERSONALITY TRAITS:

- Excellent presentation and interpersonal skills.
- Strong motivational and leadership skills.
- Ability to control and supervise the persons.
- Ability to give the best result in pressure situation.

EMPLOYERS:

- Worked as an Accountant in **V.K. Jain & Co., Green Park Main, New Delhi** from **April 2013 to July 2015**.
- Worked as an Sr. Accountant in **M/s Garhwal Aircon Services Pvt. Ltd. (Hitachi Air-Conditioners Authorized Dealer & VRF/VRV Projects Contractor), K-13A, Khirki Extn. Malviya Nagar, New Delhi** from **August 2015 to June 2018**.
- Presently working as an Sr. Accountant in **M/s MEHO HCP Air Systems Pvt. Ltd. (Carrier & Toshiba Air-Conditioners Authorized Dealer & VRF/VRV Projects Contractor), B-24, Noida Sector-64, Uttar Pradesh** from **June 2018 to till date**.

KEY RESPONSIBILITIES HANDLED:

- Maintaining all Journal/ Bank/ Cash Voucher, Receivable/ Payable Entry in Tally ERP 9.
- Prepare monthly account reconciliations.

- Prepare financial statements and supporting schedules according to monthly close schedule.
- Assist with preparing tax returns and corporate reporting requirements.
- Preparing data for Service tax returns, knowledge of making TDS Returns & e-filing of ST-3.
- Assist with financial and tax audits.
- Keep records of purchases and sales.
- Preparation & payment of TDS Challan etc.
- Assist with preparing for Dvat, Haryana vat and Dehradun vat returns.
- Cash/ Bank Audit, Journal, Sale & Purchase, Party Reconcile etc.
- Cash/ Bank entry, Sales/ Purchase & JV Entry.
- Maintain records of accounts payable & receivable books.
- Preparation of Service Tax/TDS/Advance Tax/ Self-Assessment Tax/ Dvat challan etc.
- Preparation of Quarterly Returns of TDS, Regular & Correction returns.
- Maintain branch wise accounting books.
- E- Filing& upload of Income Tax Return. Book keeping and updating records on daily and weekly basis including ledgers.
- ESI and EPF Challans generated and deposits.
- AMC and WCT basic knowledge.
- Yearly and quarterly closing of Books of Account.
- Involved with Statutory Auditors for the Finalization of Balance Sheet.
- Maintain accounts with inventory in Tally with GST.
- Preparation of GST returns and GST tax payment challans.
- Preparation of GST forms and E-WAY Bill.
- Maintain Inventory with HSN/SAC codes.

ROLE IN PURCHASE:

- Capital Procurement & Planning requirement for Projects.
- Dealt with the overall purchase operations and enhancing operational efficiency by eliminating obsolescence and achieving cost reduction through new vendor development, price renegotiation, Contract Finalization, RM sourcing.
- Ensure conversion of PR to PO (Purchase Order) with minimum turnaround time.
- Supplier selection and negotiations including terms and conditions, incoterms, payment terms, pricing, credit period with the suppliers.

ROLE IN HR ADMIN:

Recruitment cycle thru recruitment techniques like social networking sites, job portals etc., Employee Database handling, Salary Negotiation, Employee Verification, Attendance & Salary maintenance, HR Policy Implementation, Exit Management, Handling Employee Engagement and other activities.

- Handling complete Recruitment Life Cycle - Sourcing, Screening, Short listing, Salary Negotiations and Reference Checks.
- Manpower planning, receiving manpower requisition, assessing manpower needs, preparing JD's with concern Department Heads.
- Responsible for sourcing talented candidates according to the job descriptions through internal databases, group referrals, job portals Liaison with recruitment agencies for open positions.
- Conducting Induction and ensuring the completion of joining formalities, Explaining the Company's HR policies and organization structure.
- Responsible for issuing offer & Appointment letters.
- Follow up with bankers for account opening etc.

EDUCATIONAL QUALIFICATION:

- High School Passed from U.P. Board in 2011.
- Intermediate Passed from U.P. Board in 2013.

PROFFESIONAL QUALIFICATION:

- B. Com (Pass) from Dr. Bheem Rao Ambedkar University in 2020.
- M.Com (Pursuing) from Dr. Bheem Rao Ambedkar University.

COMPUTER QUALIFICATIONS:

- 6Month'sDiploma of *Computer Application* from *AIICT Institute*, Ghaziabad.
- 6 Month's Diploma of *Financial Accounting* from *AIICT Institute*, Ghaziabad.

TECHNICAL SKILLS:

- Work in MS Office, Busy, Marg and Tally 7.2, 9.0 ERP-9 (6.5.1 latest version).
- Email work in Outlook, Rediff, Yahoo and Gmail.
- Internet Surfing.
- Work in Window XP, 7, 8 and 10 also Work in Mac.

HOBBIES:

Hard Working
Internet Surfing

PERSONAL DETAILS:

Father's Name	:	Mahesh Chand Sharma
Date of Birth	:	10 th October 1995
Marital Status	:	Unmarried
Language Known	:	Hindi & English
Nationality	:	Indian

Place: Ghaziabad

Date:

Signature