**Rajesh Sharma**

**Mobile no.:** 9717938434 ~**E-mail**: [rajesharma86@gmail.com](mailto:rajesharma86@gmail.com)

Seeking assignments as **Finance/Accounts Executive** with a growth oriented organization.

**PROFILE SUMMARY**

∞ B.COM (Delhi University) from North Campus, Delhi.

∞ Completed internship at RICHA FASHION PVT LTD., in conducting Preparation & Finalization balance sheet

tax deductible service, reconciliation, etc.

∞ Worked as Tax Audit of Individual, Partnership Firms and Companies which is liable for Audit

∞ Deft in using Computax and Tally for the purpose of financial accounting.

∞ A hardworking and dynamic individual with strong interpersonal skills; ability to handle pressure adhering to strict deadlines.

**EMPLOYMENT DETAILS**

* Worked with ICT TESTING & COMPLIANCE PVT LTD in Sec-7 Dwarka New Delhi, as “On the Job Training”, from 4th July, 2010 to 16th February 2011.
* Worked with PARAGON APPRELS PVT LTD in B-59 HOSIERY COMPLEX, PH-II, EXTN. NOIDA (U.P), from 17th April 2011 to 29th August 2015.
* Working with Hari Chand Anand& Co., A-94/1, Okla. Industrial Area, Phase-2, New Delhi, from 27th Jan 2016 to 10 Oct 2018.
* Working with RICHA FASHION PVT LTD.,B-74 , Okla. Industrial Area, Phase-2, New Delhi, from 15th OCT 2018 to Present.

**Job Responsibility**:

* Preparation & Filling GSTR 1 & GSTR 3B ITC 04
* Maintain books of accounts & Reconciliation of branches.
* Preparation of sales tax sheet for Monthly & Quarterly basis for Delhi VAT, Ludhiana VAT, Kolkata VAT, Kanpur VAT, Bangalore VAT, Tripura & Chennai VAT.
* Preparation & Finalization of Balance Sheet of Companies, Firms and Proprietorship Concerns in the light of provision of Income Tax Act.
* Preparation of Financial Statements as per revised Schedule VI.

**Taxation**: -

**Direct Tax**

* Computation of Income Tax return of Individual, HUF, Companies and Partnership Firms.
* Advance Tax Computation.
* Preparation of Tax Audit returns – manually and electronically.
* Preparation Quarterly returns for TDS, Original as well as revised in electronic form.
* Preparation of Form 16/16A.

**Audits**

* Tax Audit of Individual, Partnership Firms and Companies which is liable for Audit.
* Statutory Audit of Bank Branch (United Bank of India – 5 Branches).
* Stock Audit KRIBHCO (A Unit of Gujarat and Madhya Pradesh).

**KNOWLEDGE PURVIEW**

Financial Accounting Preparation &Finalization Balance Sheet Analysis

Tax Auditing Individual Returns

**CA ARTICLESHIP**

**Oct’ 09 till Oct’ 10: Verma Aggarwal& Associates**

**Responsibilities:**

∞ Responsible for tax audits, income tax, filling individual returns, etc.

∞ Worked on accounting software like COMPUTAX, TALLY, etc.

∞ Involved in financial accounting work in order to maintain a proper record.

**TRAINING & CERTIFICATION**

∞ Pursuing Intermediate trainingat ICWAI.

**IT SKILLS**

∞ Well versed with COMPUTAX, Tally, MS Office & Windows based operating system.

**SCHOLASTIC**

∞ B.COM (Delhi University) from North Campus, Delhi in 2008

∞ 12th from Govt. Boys Sr. Sec., School New Delhi (CBSE Board) in 2005

∞ 10th from Govt. Boys Sr. Sec., School New Delhi (CBSE Board) in 2003

**PERSONAL DOSSIER**

Father’s Name : Shri V. N. Sharma

Date of Birth : 18th June 1988

Sex : Male

Religion : Hindu

Marital Status : Single

Nationality : Indian

Language Known : Hindi & English

Current CTC : 4.2 per annum