

APOORV SHARMA

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OBJECTIVE

Seeking a position where I can utilize my knowledge and abilities that offers professional growth along with the organization.



EDUCATION

Matriculation | G.R.S. Saraswathi Vidya Mandir, Bhagalpur
Central Board of Secondary Education

With 61% in the Year 2011

Intermediate | A.R.D Saraswathi Vidya Mandir, Bhagalpur
Central Board of Secondary Education

With 50.8% in the Year 2013

Graduation | Marwari College, Bhagalpur
Tilka Manjhi Bhagalpur University

With 66% in the Year 2016



EXPERIENCE

Process Associate in Finance & Accounting | Tata Consultancy Services LTD
Working Location: Kolkata, West Bengal, India

18 SEP 2018 – PRESENT

Workings under Finance & Accounting- RECORD TO REPORT (RTR) below are the area of responsibilities:

- Transaction Analysis.
- Recording Journal Entries- Manual entries, Upload entries & Recurring entries.
- Intercompany Accounting.
- Preparation of Exception Reports for P&L Account and Balance Sheet Accounts.
- Roll Forwards or Reports preparation of Balance Sheet accounts for Financial Review Meeting.
- Perform sub-ledger based Reconciliation for General Ledger Accounts (Assets & Liability Accounts) in Blackline.
- Identifying reconciling items and its clearance.
- Preparation of Audit Request and providing documentary evidence to external & internal audit.
- Perform additional reporting activities based on client's request.



TECHNICAL SKILLS

- System software – Windows XP, Windows 7, Windows 10.
- Knowledge of working in Blackline, HMIS, Oracle & MS Office - 2013.
- Well verse with Advance Microsoft Excel 2013.



SKILLS

- Leadership
- Team Management
- Customer Oriented
- Self-Motivated
- Punctual
- Efficient
- Responsible
- Quick Learner



STRENGTHS

- Flexible
- Adaptable
- Team Player
- Quick Learner



EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Received bronze medal from “Cancer Patients AID Society, India” for social cause.
- TCS Affirmative Action On-Board Coordinator since 2019.



DECLARATION

I hereby declare that all the information provided by me in this resume is factual and correct to the best of my knowledge and belief.

Date:

Place: Kolkata, West Bengal

Signature