

# CURRICULUM VITAE

## ***Vikas Sharma***

H No. 30/41, Sahibabad,

Ghaziabad (U.P.)

Mobile : 8860607448, 7906931874

Email: [vikassharma.sharma804@gmail.com](mailto:vikassharma.sharma804@gmail.com)

### **Career Objective:**

To pursue a challenging career in Professional environment with prospects of growth where I can apply my academic & professional knowledge to sharpen my skills and competence for the realization of goals entrusted to me efficiently and effectively.

### **Educational Qualification:**

- ◆ Pursuing EMBA from ISBM Institute.
- ◆ Graduation (B.Com) from Agra University in 2016.
- ◆ 12<sup>th</sup> Passed from U.P Board in 2012.
- ◆ 10<sup>th</sup> Passed from U.P Board in 2009.

### **PROFESSIONAL QUALIFICATION:**

- ◆ GST Course Training from CA L.K. Singhal Laxmi Nagar.
- ◆ ( M.D.C.A.M ) Master Diploma in Computer Application & System Management From S.R institute Agra.
- ◆ Six month Talent Search certificate of Basic, internet, Tally & D.T.P

### **Working Experience:-**

- ◆ One and half Working Experience As Account Assitence with VR Hydrochem Pvt. Ltd., Ghazipur Village, Delhi
- ◆ Currently working with Ess Aar Universal Pvt. Ltd. As Account Executive from Oct 2016 to till date in Noida.

## **Key Responsibilities**

### **GOODS & SERVICE TAX**

- ◆ Registration in GST Regime
- ◆ Prepare & deposit Tax Challan under RCM & Liability
- ◆ Return Filing GSTR-1, GSTR-2 & GSTR-3B
- ◆ Generate e-way bill
- ◆ Generate GST Invoice from Tally EPR9 9.0
- ◆ Prepare Data for GSTR-1 & GSTR 3B

### **Income Tax & TDS**

- ◆ Registration of PAN Card at Income tax site to further process at income tax site.
- ◆ Individual ITR filling
- ◆ Prepare Tax Details & deposit of TDS
- ◆ TDS deduction verify from 26AS

### **Other Responsibilities**

- ◆ Entry of Purchases, Sales, Bank Receipts, Bank Payment & Cash Payment Voucher in Tally ERP 9.0
- ◆ Bank Reconciliation.
- ◆ Reconciliation of Debtors & Creditors.
- ◆ Preparation of All Inventory Detail.
- ◆ Check All Stock Registers.
- ◆ Stock Maintain in Tally.
- ◆ Maintain of Accounts Payable / Receivable

### **Skills & Accomplishments:**

- ◆ Basic Knowledge in Computer Application. Advance User of MS Office.
- ◆ Gained Excellent Understanding of Accounting & Finance Functions.
- ◆ Have a Knowledge of Journal Accounting, Income Tax, GST & TDS.
- ◆ Internet Surfing ,Tally ERP 9

### **Strengths:**

- ◆ Work towards consistent self-improvement.
- ◆ No constrain of working area.
- ◆ Highly persuasive, consistent and sincere and hard working.
- ◆ Being Confident working with excitement.

### **Hobbies:-**

- Listening Music
- Reading Books & Surfing Internet.
- Talking to People.

### **Personal Information:**

Father's Name : Mr. Madan Gopal Sharma  
Date of Birth : 11<sup>th</sup> Oct. 1995  
Permanent Address : 40/P/32, Vasant Vihar, Rajpur, Shamshabad Road, Agra.  
Sex : Male  
Marital Status : Unmarried  
Nationality : Indian

### **Declaration:**

I hereby declare that all the above mentioned information is true to the best of my knowledge.

Date.....

Place.....

**(Vikas Sharma)**