**Ashish Sharma**

Date of Birth: 16 February 1988

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**CAREER OBJECTIVE**

To work in a challenging and dynamic environment, to keep adding value to myself and simultaneously contribute to growth and

success of the organization. My strength lies in my hard work, my sincerity and dedication to my work.

**WORK EXPERIENCE**

**Company:** Pt. Deen Dayal Institute of Persons with Physical Disabilities, Govt. Of India

**Nature of work:** Working as Consultant in Accounts Division (from 09 Aug, 2019 to present)

**Job Responsibilities:**

* Assisting in audits conduct by the Chartered Accountants and CAG.
* Ensure all financial transactions are recorded in the books of accounts. Organizing and supervising disbursement at State with clear roles and responsibilities and proper delegation.
* Processing of Travelling Claims.
* Assisting in Finalising of Statement of Accounts (Trial Balance, Preparation of Payment and Receipts Accounts, Income & Expenditure Account, Finalisation of Balance Sheet etc.), Bank Reconciliation Statements.
* Annual Budget Planning/ Demand for Grants with detailed reference to Target and Achievement for submission to the Ministry.
* Budgetary justification, funds planning and Internal control of budget and expenditure analysis.
* Preparation and submission of various Tax returns.

**Company:**. National Commission for Protection of Child Rights (NCPCR), Govt. of India

**Nature of work:** Working as an Accounts Assistant (from July 2014 to Aug 2019).

**Job Responsibilities:**

* Handling accounts of NCPCR (Ministry of WCD) and Right To Education Cell of NCPCR (Ministry of HRD) and 12 Social Audit Group Organization and 30 State Representatives in 12 States.
* Preparing/booking & accounting of all payments/Vouchers, Payroll processing and settlement of accounts.
* Preparing reports for submission to the Ministry.
* Budgetary justification, funds planning and Internal control of budget and expenditure analysis.
* Preparation of utilization certificates for submission to the Ministry against Grants-in-aid received from the Ministry etc and any other task that may be assigned on budget, plan, accounts and finance matters from time to time.
* Annual Budget Planning/ Demand for Grants with detailed reference to Target and Achievement for submission to the Ministry.
* Assisting in all audits conduct by the Chartered Accountants and CAG.
* Finalising of Statement of Accounts with Chartered Accountants (Trial Balance, Preparation of Payment and Receipts Accounts, Income & Expenditure Account, Finalisation of Balance Sheet etc.), Bank Reconciliation Statements.
* Preparation and submission of direct tax returns.
* Ensure all financial transactions are recorded in the books of accounts. Organizing and supervising disbursement at State with clear roles and responsibilities and proper delegation.

**Company:** Steria India Limited. The company provides IT enabled business services for banking andpayment system, insurance, healthcare, retail and policing industries.

**Nature of work:** Worked as a Process Associate in one of the leading brands in the life, pensions and investmentindustry (from Jan 2013 to July 2014).

**Company:** India Infrastructure Finance Company Limited. The company provides financing services forinfrastructure projects in India

**Nature of work:** Worked as a Generalist in the Accounts Division (from May 2010 to June 2012)

**Job Responsibilities:**

* Interest Calculation for loans
* Booking of Interest and provisions
* Calculation of Overdue interest and follow up
* Payment of bond interest as and when due
* Payment of salaries
* Daily book keeping
* Daily Bank reconciliation
* Cash management

**ACADEMIC CREDENTIALS**

2012 PGDBM (Finance) from Institute of Management Technology (IMT), Ghaziabad (distance learning mode).

2009 BBA from Baba Saheb Ambedkar Institute of Technology and Management

(BSAITM), IASE University, Rajasthan.

2006 12th from Lilawati Vidya Mandir Sr. Sec. School, Delhi, CBSE Board.

**IT SKILLS/ CERTIFICATIONS**

* MS OFFICE (Word & Excel).
* LAN (MCSE) and WAN (CCNA) certifications from HCL Career Development Centre, Delhi.
* Various custom and commercially available accounting packages
* Bank Mill
* Web E-TDS

**STRENGTHS**

Hard work, punctuality, quick decision making, optimism, leadership, team spirit, tackling challenging tasks through proper planning, time management