

Curriculum Vitae

SAURABH SHARMA

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CAREER OBJECTIVES

To be a Professional and to utilize My Skill and Knowledge to fulfill the requirement of the Organization in a Customer Service.

PROFESSIONAL QUALIFICATION

One Year Certified Course from CIA PLUS (Certified Industrial Accountant) from the Institute of Computer Accountant.

EDUCATIONAL QUALIFICATIONS

- Passed 10th Pass from **CBSE Board (2011)**.
- Passed 12th Pass from **CBSE Board (2013)**.
- Passed B.A. Pass from **DELHI UNIVERSITY (2016)**.

TECHNICAL SKILLS

- Well versed with MS office (MS Excel, MS Word and MS Outlook)
- Expertise in Tally 9. Accounting Software
- Typing Speed 40 W.P.M
- Extensive knowledge of multiple generations of Microsoft Excel software

Last WORK PROFILE

**Working in Aasheesh Gandhi & Associates from 04-Apr-2014 to 13.06.2018
and handling following Jobs:-**

- Preparation of Bank Reconciliation and Voucher Entry in Tally ERP 9 Software.

- Preparation of Debtor Statement on Monthly Basis.
- Day to day recording of Accounting Transaction in Tally.
- Filling of Income Tax Return (ITR) of Individual in Spectrum Software.
- Payroll Processing in Tally.
- TDS and Service Tax Return in Spectrum Software.
- GST Accounting in Tally.

Current WORK PROFILE

Working in Delhi Soccer Association (Football Delhi) from 14-Jun-2018 to till date and handling following Jobs :-

- Preparation of Bank Reconciliation and Voucher Entry in Tally ERP 9 Software.
- Preparation of Debtor Statement on Monthly Basis.
- Day to day recording of Accounting Transaction in Tally.
- TDS Return in Spectrum Software.

- Payroll Processing in Tally.

STRENGTHS

- Hard working, Self Confidence, Punctual.

SALARY

Salary Drawn Rs. 18,000/- (Rupee Eighteen Thousand Only)
Salary Expected Negotiable

PERSONAL DETAILS

Date of Birth : 25th Oct. 1994
Father Name : Mr. Trilok Sharma
Mother Name : Mrs. Usha Sharma
Marital Status : Unmarried
Gender : Male
Nationality : Indian
Language known : Hindi, English

Declaration: - I hereby declare that the above information is true and best of my knowledge.

Date:

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Place: - New
Delhi

(Saurabh Sharma)