

**Rajat Sharma**  
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**+91 9717737212**

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### **Career Objective**

To be a part of a firm, which stimulates healthy competition, offers opportunity for growth, enriches experience, creates consistent value addition and to learn and be a part of an excellent team.

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### **Qualification**

Professional Qualification : CA-Inter (CA-ATC)  
Graduation : B. Com  
Senior Secondary : CBSE Board [2008]  
Higher Secondary : CBSE Board [2010]

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### **Career Experience**

An enterprising individual with experience of over 7+years in Account & Taxation currently associate with “**Groal Enterprises Pvt. Ltd.**” Proficient in Tally ERP 9, Handle General Accounting and Taxation like, GST, TDS, PF and ESI.

**Organization** : **Groal Enterprises Pvt. Ltd**  
**Duration** : **October-2020 to till Present**  
**Designation** : **Finance Manager**

#### **Job Responsibilities:**

- Prepare Salary Data and Perform Payroll related Activities
  - Maintaining all records and books like sales, Purchase, Bank and Cash etc.
  - Maintain Bank Reconciliation in Tally ERP
  - Filing of GST Returns and TDS Payment
  - Payment of PF of Employees
  - Helps in Preparing Financial Statements.
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**Organization** : **Cyber Astro Limited**  
**Duration** : **January-2019 to September-2020**  
**Designation** : **Sr. Executive-Accounts**

#### **Job Responsibilities:**

- Maintaining all records and books like sales, Purchase, Bank and Cash etc.
- Maintain Bank Reconciliation in Tally ERP
- Filing of GST Returns
- Prepare Salary Data and Performing Payroll & Admin related Activities

- Payment of TDS and PF of Employees
  - Helps in Preparing Financial Statements and Financial Budget.
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**Organization** : **Tech Mahindra Limited**  
**Duration** : **July-2017 to December-2018**  
**Designation** : **Associate Analyst-BPS (GSTN)**

**Job Responsibilities:**

- Having Knowledge of GST Returns
  - Provide training to associates
  - Checking Taxpayer's Issues
  - Checking User Manuals for GST and Ewaybill
  - Handling Queries related to GST and Ewaybill
  - Handled TRAN-1 Issues
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**Organization** : **MMA and RAPG & ASSOCIATES**  
**Duration** : **February-2013 to June-2017**  
**Designation** : **Accounts and Audit Assistant**

**Job Responsibilities:**

- Maintaining all records and books like sales, Purchase, Bank and Cash etc.
  - Maintain Bank Reconciliation in Tally ERP
  - Checking Job Profitability
  - Making Cheques
  - ROC Filing
  - Income Tax Return
  - Service Tax and Sales Tax Registration
  - TDS Return & Sales Tax Returns
  - ESIC & EPF Return
  - Auditing (Internal and Statutory)
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**Extra-Curricular Activities**

- 35 Hours of Orientation Program as per ICAI Regulation.
- 100 Hours of Computer Training as per ICAI Regulation.
- General Management Communication Skills-1 as per ICAI Regulation.

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### Knowledge

- Tally ERP 9
- Webtel & Computax Software
- Logisys Software
- Microsoft Office

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### Personal Details

- Name : Rajat Sharma
- Father's Name : Mr. Rambabu Sharma
- Date of Birth : April 07,1994
- Marital Status : Unmarried
- Languages Known : Hindi, English