

# Resume

## SHIV SHARMA

### Contact

#### Address

6/5, Back Side Community Hall,  
Ramesh Nagar New Delhi  
110015  
Mobile:- 9708786236  
E-Mail:-  
sharmashivdbg@gmail.com

### Skills

GST & Income Tax Compliances  
Book Keeping/Reconciliations Bank  
Reconciliations.  
Filling of all type of Govt Returns.  
Accounts Payable/Receivables

### Computer Skills

Excel, MS Office

Tally

Busy

### Educations

**B Com** from Lalit Narayan Mithila  
University.

### Certifications

**Business Accounting Taxation**  
from Edupristine, Cannaught Palace,  
New Delhi

### Language

Hindi

English

Mathili

Nepali

### Permanent Address:

Vill: Madhopur, PO Banauli PS  
Simri, Dist Darbhanga Bihar-  
847428

### Other Information

Father Name :- Mr. Ramsagar Sharma  
Date of Birth :- 7<sup>Th</sup> April 1992  
Marital Status :- Un- Married  
Sex :- Male

**Multi-talented Focused professional with more than 9 Years of work experience in Account (Direct & Indirect Taxations), Budgeting, Expense Reporting, Book Keeping, consistently rewarded for overall morale and productivity**

Oct-14 to  
Current

#### Work History

**Sr. Accountant** at PERK FOOTWEAR

- Calculations of Month Govt. Payable.
- Preparation of Monthly GST Return.
- Adherence of Monthly Statutory Compliances
- Calculations of Advance Tax Payable.
- Realising PO as per requirement of Productions.
- Monitoring of Daily and Monthly Invoices
- Monitoring of Monthly Expenses
- Monitoring of Account Payable
- Monitoring of Accounts Receivables.
- Preparing of Monthly Bank Reconciliations.
- Monitoring of AR/AP Reconciliations.
- Generations E-Way bills as required.
- Stock Maintenance.
- Preparations of Monthly P & L
- Re-solving of the Query of Auditors.

#### Reporting to

Owner & CA.

April 2010 to  
March-2013

**Accountant Assistant** at Rumi  
Foundation

#### • Key Area

Calculation Monthly Payable of GST  
Preparations of GSTR-1, 3B  
Filling of GST Return  
Preparations of Yearly GSTR-9 & 9C  
Calculations monthly Direct Taxes Payable.  
Reco of Sales order & P.o for dispatch  
Payments follow-ups.  
Handling Cash book