

# RESUME

## **PRASHANT SHARMA**

H.No.-21,Bhim Sen Colony.  
Ballabgarh, Faridabad (HR.)  
E-Mail:pshrm86@gmail.com  
Mo. No: +91-8802180085

---

### **Career Objective**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

Seeking a position as an Accountant where my experience and accounting skills will be further developed and utilized.

### **Career Summary**

- A detail oriented professional with excellent knowledge of accounts possesses rich experience of 5+ years of experience in financial planning, analysis and accounting principles.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

### **Technical Skills**

- Well versed with MS office (MS Word, MS Excel, MS PowerPoint)
- Experienced in working on Tally 9.0
- Internet Savvy
- ERP and FINSYS ERP

### **Key Responsibilities Handled**

- Finalize the day's balance, and prepare and print management reports
- Investigate and reconcile discrepancies when they occur

**Experience****5+ years**

Working with M/S SBL Medical Systems as an assistant accountant from March 2018 to till date.

Dealer of Medical Equipments and consumables of Drager India Pvt. Ltd. A German Based Company.

M/S MRM Procom Private Limited as an assistant accountant from May 2015 to February 2018.

Manufacture of Electrical and Testing Equipment's.

M/s SARNA Engg.Works as an assistant accountant from 2013 to 2015

Manufacture of Tractor parts.

**ROLES AND RESPONSIBILITIES****Accounting**

- Maintaining Books of accounts
- General Accounting.
- Preparing sale bills
- Preparing and maintaining books of accounts.
- Reconciliations (Banks, Vendors, Customers)
- Maintain RG 23 A Part II, P.L.A Register.
- Prepared E.R. 1, monthly excise written by online
- Team work and Co-ordination with Plant Heads.
- Preparation & GST Return and TDS.
- Preparation Detail of GST Return.

**PROFSSIONAL QUALIFICATION**

- Basic Computer and Tally knowledge from F-TECH COMPUTER CENTRE BLB. (Govt.Approved Institute)
- MS Office (Word, Excel, and PowerPoint), Windows (95, 98, 2000, XP)
- Tally 7.2, 9.0, ERP. FINSYS ERP.

**EDUCATIONAL QUALIFICATION**

B.Com. from Maharishi Dayanand University completed in 2013.

Intermediate from Haryana Board of School Education in 2008

### Personal Qualities

- Strong analytical and problem solving skills.
- Unmatchable communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.
- Excellent communication skills
- Good analytical skills
- Keen observer
- Trustworthy
- Smart working ability
- Multitasked

### Personal Details

Father Name	:	Shri Vijay Kumar Sharma
Date of Birth	:	04-10-1986
Nationality	:	Indian
Gender	:	Male
Marital Status	:	Married
Language Proficiency	:	Hindi, English

### Declaration

I hereby declare that the above statements made are complete and true to my knowledge and belief.

Date: .....

Place: .....

**(PRASHANT SHARMA)**