



DHEERAJ SHARMA

C-91 Shakur pur Anand vas delhi-110034

dheerusharma1991@gmail.com

8920208023

DOB 08-09-1991

Objective

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

Experience

PRABH DAYAL OM PRAKASH INFRASTRUCTURE PVT LTD (SHEETA GROUP) 05-12-2020 - till date

Accountant

Make a purchase entry of all branch in tally software.

Update a bank Statment with reconciliation of all branch.

Update a salary of all branch in tally software.

Handle a Imprest account and make a entry of expense.

Preparation of GST return of monthly basis

Upload a GSTR-1.

Make a GSTR-3B return.

Make a entry of service bill and TDS deduct.

Check a mismatch of GSTR-2A with tally data and follow with vendors.

Make a entry daily basis petty expenses, office expenses etc.

Check a transportation bill as per contract than entry.

SHREE BALAJEE HOME PRODUCTS PVT LTD

March-2019 - September-2020

Accountant

Make a sale entry purchase entry in tally software Make a E-way bill.

Preparation of GST computation of GSTR-1 and GSTR-3B.

Filing a GST return of monthly basis.

Working a data of GSTR-9 for preparation of annual return.

Check a mismatch GSTR-2A with tally data also followup with vendors.

Update a salary of employees in tally software.

Update a bank statement with reconciliation

Check a freight bills and courier bill as per contract also services bill.

Handle Imprest accounts of employees checked a all expenses bills.

Check purchase incoming sheet as per Gowdwon and tally.

Make a entry of service bill deduct a TDS.

Monthly basis Accounts Receivable and payable.

OM PRAKASH GUPTA & TAX COMPANY (Tax consulatant)

August-2016 - March-2019

Accountant

Preparation of GST computation deposit a GST challan.

GST return filling GSTR-1 and GSTR-3B.

Check a mismatch GSTR-2A with tally data.

Monthly Basis accounts receivable and payable Make a E-mail bill.

Update a bank statement with reconciliation.

Day to day make a entry purchase and sale, expenses, petty cash, office expenses.

Monthly basics Accounts Receivable and payable.

Make a TDS entry and make a return quarterly basis.

Day to day entry in Busy software.

KANDRAP TRADLINK & SERVICES DELHI PVT LTD

November-2013 - June-2016

Accountant

Preparation of vouchers and maintain of accounts.

Make a purchase entry sales entry.

Make a all expenses like transportation, petty cash, office expenses.
Update a bank statement in tally with reconciliation.
Preparation of salary by salary software.
Make a day to day entry in tally software.

C.A Naveen Malik**August-2012 - November-2013**

Account Trainee
Handling passes entry all purchase and sales entry.
Meet a clients and every day make a data.
Update a bank statement in tally with reconciliation.
Make a journal entry book a all expenses.
Update a all kind of expenses in tally software.

Education**Delhi University**

B.com
2015 —

CBSE Board Delhi

12th
2011 —

CBSE Board Delhi

10th
2009 —

Skills

- Working on tally software and busy software.
- Make a data on excel using excel Vlookup, pivort table. basic excel formula.

Interests

- playing cricket and chess,

Marital status

Married

Address

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