

RESUME

B-518, GD Colony Mayur Vihar Phase-3, New Delhi 110096
(+91) 9958339496
Sachita.sharma988@gmail.com

Certified Industrial Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess a B COM with a focus in accounting. Seeking to leverage accounting expertise and experience into an accounting role as an accountant.

PROFESSIONAL EXPERIENCE

KASHINATH ENGINEERING PVT.LTD.

A. M (Work profile)

Noida, Sec-10
01.08.2018-Present

- Billing for Sale of Material.
- E-way Bill Generation.
- Booking of Purchase and Expense Bill.
- BRS.
- BR/BP.
- Daily Cash Expenses Voucher Preparation.
- Delivery Challan, dispatching of materials.
- Keep Attendance of employees.
- Documents Controller.
- Data analyze in tally for GSTR1, GSTR3B.
- GST Return.
- Accounts prepare by data analyze for P/L, BS in tally Erp-9.

COSMOS ENTERPRISES.

Accountant

Delhi, Lal kuan
March 2016 – 28/7/2018

- Perform the process of manufacturing accounting of electrical control panel.
- Generate sale invoice like Retail Invoice, Service Invoice, tax Invoice,
- Issue of C-form, T2, DS2.
- Cashbook.
- Daily Cash Voucher prepare for expense incurred by employee as convenience, advance, freight etc.
- Booking of purchase and expense bill,
- Analyze, examined and making an accounts from expense and income with compiled financial information.
- Process journal entries and perform accounting corrections to ensure accurate records.
- Performed the process of vendor reconciliation and bank reconciliation.
- Performed the process of account receivable and Payable with communicated recommendations to our client.
- Performed process of accounting with GST in Tally ERP. 9.
- Generate GST Tax Invoice.
- Generate of E-Waybill for of material

BHAGYUDAY INFRA DEVELOPER LIMITED

Account Assistant

Delhi, Mayur Vihar Ph-I
April 2015 – Feb 2016

- Assist TDS deposit to rent, Salary preparation, and Expenses voucher preparation and bank reconciliation.
- Posting expenses entry branch wise its own software.
- Organize Cheque and get deposited in to bank.

EDUCATION

UNIVERSITY OF DELHI
B.COM. Accounting, Oct. 2010

Delhi, North Campus

ADDITIONAL SKILLS

- Knowledge of Tally. ERP 9, Busy ,e filing ITR,TDS,ARF, Internet and all Microsoft Office Applications

CERTIFICATIONS

ICAI
CIA+ Course with Accounting Concentration, January 2016

Delhi, GTB Nagar

PERSONAL DATA

- NAME SACHITA NAND SHARMA
- FATHER NAME HARISHANKAR SHARMA
- DOB JUNE, 15 1988
- GENDER MALE
- MARITAL MARRIED
- NATIONALITY INDIAN
- LANGUAGE HINDI & ENGLISH
- PERMANENT ADDRESS Vill+PO-KHALIS PUR, DIST-SIWAN, BIHAR-841227