**SANDEEP BHARDWAJ**

**Mobile:** +919813568421, +919812302896(HARYANA)

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**Address:**House No.423/5, Friends Colony,Gali no-1, Line Par Bahadurgarh Haryana, 124507 (India).

**Synopsis: -** More than 9 years work experience as an account person.

**brief overview**

* Currently designated as **Accountant in Starwood Veneers Pvt. Ltd., New Delhi.**
* Capable of working under any circumstance and ready to meet challenges.
* Two Year Diploma in **Industrial Computer Accountant PaschimVihar, New Delhi.**
* Capable of working **in MS Office, Tally – 7.2, ERP9 Software and other customize package.**
* Excellent interpersonal communication skills along with a professional attitude and confidence to meet demands of the industry.

## ACADEMIA

## B.Com.From Vinayaka Mission Sikkim University Since 2017

## 10+2from Govt. Sr. Sec. School Bahadurgarh, H.B.S.E.

## 10thfrom Apex High School, Bahadurgarh, H.B.S.E.

## ORGANIZATIONAL EXPERIENCE

**(III) Presently I am working with Starwood Veneers Pvt. Ltd., New Delhi as Accountant, Jan*. 2013.***

**Company profile**: May i introduce our companyas the leading manufactures of the decorative Wood veneers in north India by the Name**M/s Starwood Veneers Pvt. Ltd.** Situated in the outskirts of Delhi, Sampla Haryana, We are solely a decorative Face Veneer Slicing unit selling our product to majorly all leading plywood manufacturers in India like Green ply, Sarda Plywood , So near Plywood, Green valley Plywood, Century Plywood, Truwood Plywood and also to leading Furniture manufacturers and exporters. We Import best available logs from Burma and since in our factory to extract Premium quality veneers. Our company objective in to increase our product range into different species of veneers as well and make our unit a **‘ONE STOP SHOP’** for all Veneer solutions for plywood manufacturers which will help us in increasing our turnover and profit many folds, also to explore export avenues by marketing our product in foreign countries by way of Exhibition and seminars.

**(II) Working as an Accountant in M/s Everest Blowers System, Tikri Border,Delhi. From May.2010 to dec.2012.(Was Handling only Stock & Purchase Dept.)**

**(I) Working as an Assistant Accountant in M/s Rita Enterprises, Tikri Border, Delhi. FromJune 2008 to Feb. 2010.(Making of Invoices, Data Entry, and Handling Sale Tax.Dept.)**

**Job Responsibilities:**

* Preparation of daily to daily Purchase & sale
* Preparing the purchase orders / Performa invoice
* Stock inventory Date Feeding in Tally Erp.9
* Bank Related Work Import Document Release
* Coredatenate to Custom Clearing Agents
* Preparation of Cash sheet & Cash Handling
* Cheek in Custom Clearing Agent Bill As per Contract Order
* GST File Preparations
* Internal Auditing

## HOBBIES

## Reading Books.

## Listening to Music.

## Public Interaction.

## PERSONAL DOSSIER

* Date of Birth **:** 25-May-1989
* Father’s Name : Late Shri Rajinder Pal
* Mother’s Name : Smt.Dhanpati Devi
* Languages known : Hindi, English
* Marital status : Married
* Nationality : Indian

**Date: -**  SandeepBhardwaj