RESUMÉ

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ASHU SHARMA

V.P.O- Samlehri,

Saha,Dist: Ambala

Mobile No. 08199923500

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[ashu@kbl.net.in](mailto:ashu@kbl.net.in)

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**CAREER OBJECTIVE**:-

* Hard work, dedication, punctuality & stability are the ethics of my life. I will try my level best to achieve the goals for organization with all my efforts.

**EDUCTIONAL QUALIFICATION**:-

* **Bachelor of Commerce,** **2007-2010**,

**Kurukshetra University**

G.M.N College -Ambala Cantt

* **Intermediate,** **2007**

G.S.S.S.Samlehri Ambala Cantt from H.B.S.E Board.

* **High School, 2005**

Nand Lal Geeta Vidya Mandir Tepla Ambala Cantt from H.B.S.E Board.

# COMPUTER KNOWLEDGE: -

* Working Knowledge of Ms-Office (MS Word, Excel, Power Point).
* Proper Knowledge of Accounting Package i.e. Tally version 7.2 & 9.0.
* Knowledge of Internet & E-Mail
* Proper Working Knowledge of Accounting Package in E.R.P

### **WORKING EXPERIENCE:-**

### Presently working in **“KANDHARI BEVERAGES PVT. LTD (COCA-COLA)”** located at Saha (Ambala) as a Accounts Executive from Oct-2011 to till date. **KANDHARI BEVERAGES PVT. LTD** is one of the renowned authorized bottler of the **Coca-Cola Company.**

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### Worked as a Accounts Executive of **"KANAV MOTORS PVT LTD (FORD MOTOR CAR)"**located at Tepla(Ambala) since june-2010 to Oct-2011.

* Worked as a Asst. Accountant of **“Bharat Associates Pharma”** located at Mahesh Nagar (Ambala Cantt) since june-2009 to jan-2010.

**NATURE OF JOB:-**

* Preparation of Cash Book, Bank Book, Journal, Sale Book, Purchase Book and General Ledger, etc.
* Prepare to the Bank, Cash & Party Reconciliation etc.
* Monitoring to the Books Debtor's & Creditor's along with reconciliation.
* Prepare the complete **GST Returns** and Assessment.
* Prepare the **E-way** bill.
* Handle to the matter of the Income Tax in respect of Tax Deduction at Source in different head as Salary, Interest on other than Interest on Securities, Payment to the Contractor's and Sub Contractor's, Rent and Fees for Professional Services & e TDS Return etc.
* Checking All Store Records & M.I.S Reports.
* Checking All Misc and Raw Material Bill With P.O.
* Checking All Challan Bill & Service Bill With W.O.
* Checking W.I.P & D.P, M.I.S Report.
* Prepare all type of MIS Reports Like-Sale,Misc,DP,Bank.

##### PERSONAL DETAIL:-

**Father’s Name :** Sh. Hari Chand Sharma

**Date of Birth :** 23/02/1989

**Marital Status :** Married

**Hobbies :** Reading magazines & News Paper

Watching & Playing Cricket matches

**Languages Known :** English & Hindi

**Permanent Address** : S/o Sh. Hari Chand Sharma

V.P.O-Samlehri

Distt- Ambala (Haryana)

Pin - 133104

##### DECLARATION:-

I hereby declare that above information is complete and correct to my knowledge

*Date:-*

*Place: (Ashu Sharma)*