

CURRICULUM VITAE

H.N. 147, Chirag Delhi
New Delhi-110017
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Objective

To Join and work for an organization where I can apply my skill up to the best to achieve organizational goals and continuously strive to learn new skill in pursuance of objective of becoming a competent professional & build a promising career.

Work Experience

- Two year experience with K.B.Kalra & Company as an Accountant from 15-jun-2015 to 31-May 2017.
- 1-August-2017 to Till Date in Kharabanda Associates.

Educational Certification.

- 10th Passed from Bihar Board Patna.
- 12th Passed from Bihar Board Patna.
- B.Com Passed from L N M University Darbhanga.

Professional Certification.

- Proficient in MS Office (MS Word, MS Excel, MS PowerPoint).
- Filling of TDS Return, Correction, and Justification Report.
- Manage the daily task assigned by the client.
- Good knowledge of MS Word, Excel and Internet working.
- Good Command over Tally ERP9.
- Day to Day Accounting and Transactions.
- Entry of Bank statement, Loan statement, Credit Card statement in tally.
- Entry of Sale Purchase vouchers in Tally.
- Entry of Expense vouchers in Tally.
- Issuing of Invoices to Customers.
- Register New Client under Income Tax (Creation of User id and Password under Income Tax Site).
- Newly Registration of Client Under GST (Creation of User id and Password under Goods and Service Act).
- Preparing Data for GSTR-1 and GSTR-3B return.

- Co-ordinate to All Clients over Phone to send data for filing of various returns like GSTR-1, GSTR-3B, Income Tax Return.
- Willingness to work in any situation.
- Team facilitator and hard worker.
- Book Keeping of Various Organizations.
- Preparing Bank Reconciliation Statements.
- Payroll Management.
- Preparation of 15CB Certificates for Foreign remittances.
- Preparation and filing of Income Tax Returns of Individuals.
- Working Experience in Computax.
- Monthly closure of Books of Account.
- Compilation of various data required by the Banks.
- Preparation of 15CA/CB Certificates.

Hobbies

- Listening Music.
- Watching Movie
- Play Cricket & Badminton.

Personal Profile

Name	:	Revati Kumar Sharma
Father's Name	:	Mr. Sitaram Sharma
Date of Birth	:	27/05/1994
Linguistic Abilities	:	English, Hindi & Maithili.
Religion	:	Hindu
Nationality	:	Indian
Gender	:	Male

Declaration: - I hereby declared that above mentioned information about me are true & correct in best of my knowledge.

Date:
Place: New Delhi

(Revati Kumar)