**AMIT SHARMA**

**C.K.15/53,A,**

**SURIYA, BULANALA,**

**NEAR ROYAL GYM.**

**VARANASI-U.P.-221001**

**MOB NO- 8052920820, 6306038884**

**E-Mai Id-** [**112.amitsharma@gmail.com**](mailto:112.amitsharma@gmail.com)

**SENIOR ACCOUNTANT**

Skilled accounting professional with **10+** years of experience. Strong understanding of all aspects of accounting and financial management. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess reputation as self-directed professional with excellent problem solving, analytical and communication skills.

**AREAS OF EXPERTISE**

* Complex Expense Reporting & Reconciliation
* Budget Creation, Forecasting & Cost Analysis.
* Accounts Payable & Accounts Receivable
* Research Investigation & Resolution
* Vendor Relations & Customer Service
* Financial Statements & Preparation
* Non-Profit Accounting Principles
* General Ledger Entries & Audits
* Data Entry, Receipts & Invoices
* Month-end Reconciliation & Analysis
* Reporting & Documentation
* Analytical & Critical Thinker
* Business Accounting Process Improvements
* Microsoft Office Proficient

**PROFESSIONAL EXPERIENCE**

1. Company/Organization Name: **Jagran Public School Varanasi ( A Unit of Shri Puranchandra Gupta Smarak Trust)**

Company/Organization Profile: A Renowned School Affiliated with CBSE Board since 2015 April from LKG to Class 12th on the entry point of Varanasi from NH 2.

Working Area: Varanasi (U.P)

Designation: Accountant

Date of Joining: 05/02/2019 to Till Date

Role : Working As an Accountant in the organization responsible for overall accounting activity in the school, coordinating with HO Kanpur, drafting annual budget, compiling books of accounts with audit preview & reporting to Principal in School & Senior Finance Manager in Kanpur HO.

1. Company Name: **J J Plastalloy Pvt. Ltd.**

Company Profile: It’s a manufacturing company with two units in Ramnagar, U.P. & one unit in Gujarat.

Working Area: Varanasi, U.P.

Designation: Finance Executive.

Date of Joining: 01/02/2016 to 10/09/2018

Role: Planning and executing the Fund Disbursement, Updating Banks & Reconciling them, Controlling and updating LC & BC Sheet, Closely analyzing the Forex transactions and charges charged by bank thereof, providing financial reports to the management periodically, reporting to the Director of the company.

1. Company Name: **Talwar Commercial Pvt. Ltd.**

Company Profile: It’s a service providing company having three malls & multiplexes in Varanasi Distt. & Chandauli Distt.

Working Area: Varanasi, U.P.

Designation: Sr. Accountant

Date of Joining: 01/07/2014 to 31/01/2016.

Role: Handling a team of 5 members, Disbursement of Trade Payables Dues, Preparing the sheets and making the statutory dues includes TDS, Service Tax, EPF,ESI & Vat on their respective due dates on monthly basis, Coordinating with Statutory CA for books finalization & cases thereof, reporting to Director of the group.

1. Company Name: **Elets Techno media Pvt. Ltd.**

Company Profile: It’s a technology media & research company that focuses on ICT in government, education, healthcare, agriculture and rural development sectors.

Working Area: Noida, U.P.

Designation: Sr. Accounts Executive

Date of Joining: 07/04/2014 to 30/06/2014.

Role: Invoicing the sales orders, preparation of salary & statutory dues sheets, posting entries in tally of expenses & purchase bills, preparing different MIS reports for management review, Weekly analyses of Receivables & Payables for fund planning sheet, reporting to Accounts Manager.

1. Company Name: **Super Smelters Ltd. (Unit III) (A Unit of Sai Group, Kolkatta, W.B.)**

Company Profile: It’s a Steel Manufacturing company having five plants including 35MW power plant at the industrial area of Jamuria, Distt. Raniganj.

Working Area: Jamuria, West Bengal

Designation: Commercial Executive

Date of Joining: 01/09/2012 to 31/03/2014.

Role: MIS analyst, preparing & analyzing the MIS reports of production, dispatch, raw material, excise & purchase, accounts etc. before reporting to management, checking all tours expenses, automobile exp. bills, labour bills & other factory expenses, Assisting head cashier in salary disbursements & other cash related activities, reporting to Vice President (Commercial).

1. Company Name: **A2Z Waste Management (Varanasi) Ltd.**

**(A Unit of A2Z Infrastructure Ltd. Gurgaon)**

Company Profile: It’s a waste management company working in contract with Varanasi Nagar Nigam for door to door collection of garbage and recycling of the same and producing fertilizer from it.

Working Area: Varanasi, U.P.

Designation: Accounts Executive

Date of Joining: 03/06/2011 to 13/08/2012

Role: Executing accounting works which includes posting entries in Tally ERP9,preparing budget sheet, Raising invoicing for VNN on monthly basis, preparing different reports for HO, reporting to the site HOD.

1. Company Name: **Rajghat Public School**

Company Profile: It is a private school from pre-nursery to class V

Working Area: Varanasi, U.P.

Designation: Accountant

Date of Joining: 01/04/2010 to 31/05/2011

Role: Responsible for complete accounting activities involved in the school, coordinating with banks and finalizing the books of accounts, reporting to the owner of the school

**Expected Salary – Rs.50,000/month subject to negotiation.**

**Computer Skills:**

Operating Systems:Windows 98/2000/XP/10 servers

Packages Known: MS Office (MS Word Excel & PowerPoint)

Accounting Packages: Tally ERP 9 & ERP (Accounts Package)

**Personal Profile:**

Father’s Name: Late Suresh Chandra Sharma (Retired employee of Bank of Baroda)

Mother’s Name: Mrs Meera Sharma (Housewife)

Date of Birth: 01/12/1984.

Marital status: Married

Strengths:

* Innovative& believe in taking initiatives
* Energetic and hardworking
* Task Finisher
* Team Player

Hobbies:

* Travelling
* Driving
* Listening Music
* Net Surfing

Languages known: English & Hindi.

Declaration: I do hereby declare that the above written particulars are true to the best of my knowledge &belief.

***Date:***

***Place: Amit Sharma***