

RESUME

Mobile Number: 7230838410

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Name: - Gulshan Sharma

Address: - Sector-42, Gurugram, Haryana-122001.

Objective

Wishing for a position with an opportunity for skill development and challenging tasks that require me to upgrade my knowledge for the improvement of the organization and myself.

Work Experience

Company : R. Pradhan & co (CA Firm)

Designation : Accounts Assistant
Reporting to : Senior Accountant
Duration : March 2017 to May 2021

Job Profile:

- Preparing Invoice.
- Auditing and Assurance
- Tax Compliance
- Accounting and Bookkeeping
- Compliance and Regulatory
- Document Management
- Compliance Filling (GST, TDS, ESIC, EPF)

Company : Shri Sharma Steel Tech India Pvt. Ltd.

Designation : Accountant
Reporting to : Account Manager
Duration : June 2021 to May 2022

Job Profile:

- Preparing Invoice.
- Maintaining the records of the employee's attendance, salary, leave record etc.
- Coordinating with HO regarding the Queries and complaints of customers.
- Maintaining Cash Vouchers etc.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Handling of Agents and calculation of their client's data.

Company : C&N Consultancy

Designation : Finance Executive
Reporting to : Director
Duration : June 2022 to July 2023

Job Profile:

- Auditing and Assurance.
- Maintaining the records of the employee's attendance, salary, leave record etc.
- Coordinating with HO regarding the Queries and complaints of customers.
- Maintaining Cash Vouchers etc.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Handling of Agents and calculation of their client's data.
- Compliance Filing (GST, TDS, ESIC, EPF)
- Document Management
- Notice Replies.

Company : Panamoure India Pvt. Ltd

Designation : Accountant
Reporting to : Account Manager
Duration : July 2023 to December 2023

Job Profile:

- Preparing Bank reconciliation statement.
- Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.
- Preparing Weekly Accounts Receivables and Accounts Payables Reports.
- Entering Data in Saral TDS Software.
- Filing and Payment of TDS.
- Filing and Payment of Vat.
- Filing and Payment of Profession Tax.
- Filing and Payment of E.S.I.
- Computation of Service Tax.
- Payment of PF.
- Payment of Monthly Related Expenses.
- Preparing Cash Vouchers and Cash Handling.
- Collecting of Form 16A from Customers & Issue of Form16 to Employee &16A to Suppliers.
- Maintaining records of Bank Account Status (Monthly & Daily basis).
- Collecting and Verifying Tax Proofs documents from Employees.
- Reimbursement of Employee's related expenses.
- Maintaining employee's salary record.
- Entering Data in Saral Pay Pack Software.
- Basic knowledge of GST.
- Recovery of U.S. clients in terms of software, data, or account recovery.
- U.S. clients or businesses, such as recovering funds, payments, or handling debt recovery

Company : EDGE Business Solution Pvt. Ltd.

Designation : Accountant Executive
Reporting to : Account Manager
Duration : December 2023 to August 2024

Job Profile:

- Preparing Bank reconciliation statement.
- Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.
- Financial Accounting and Reporting
- Recording Transactions
- Month-End and Year-End Close
- Budget Preparation
- Variance Analysis
- Tax Compliance and Planning (Tax Returns: Preparing and filing federal, state, and local tax returns & Tax Planning: Developing strategies to minimize tax liabilities while ensuring compliance with tax laws.)
- Accounts Payable and Receivable (Accounts Payable: Managing payments to suppliers, including verifying invoices, processing payments, and reconciling statements & Accounts Receivable: Invoicing clients, tracking payments, and managing collections to ensure timely cash inflows.)
- Payroll Management (**Salary Processing, Compliance**)
- Financial Analysis and Decision Support
- **Internal Controls and Audit**
- Reporting and Communication (Management Reports, Stakeholder Communication, Board Presentations).
- Recovery of U.S. clients in terms of software, data, or account recovery.
- U.S. clients or businesses, such as recovering funds, payments, or handling debt recovery.

Company : NXFIN Technologies Pvt. Ltd. (Sister Consultancy of EDGE Business Solution Pvt. Ltd.).

Designation : Assistant Manager Of A/C
Reporting to : Account Manager
Duration : August 2024 to till Date

Job Profile:

- Preparing Bank reconciliation statement.
- Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.
- Financial Accounting and Reporting
- Month-End and Year-End Close
- Budget Preparation
- Variance Analysis
- Tax Compliance and Planning (Tax Returns: Preparing and filing federal, state, and local tax returns & Tax Planning: Developing strategies to minimize tax liabilities while ensuring compliance with tax laws.)
- Accounts Payable and Receivable (Accounts Payable: Managing payments to suppliers, including verifying invoices, processing payments, and reconciling statements & Accounts Receivable: Invoicing clients, tracking payments, and managing collections to ensure timely cash inflows.)
- Payroll Management (**Salary Processing, Compliance**)
- Financial Analysis and Decision Support
- **Internal Controls and Audit**
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- Recovery of U.S. clients in terms of software, data, or account recovery.
- U.S. clients or businesses, such as recovering funds, payments, or handling debt recovery.

Educational Qualification

- Master of Commerce – Passed from University of Rajasthan – in the year 2022
- Bachelor of Commerce – Passed from University of Rajasthan – in the year 2019
- ICAMI is Pursuing (Cost and Management Accounting)

PROFESSIONAL COURSE

R.Pradhan & co (CA Firm) (Practical Accounts & Taxation Training)

- Preparation of trail balance
- Preparation of profit and loss balance sheet
- Computation and filing of ESI and PF
- Computation and filing of E-TDS
- Computation and filing of VAT, CST, COT, Service tax, Exercise duty and Professional tax
- Computation of Payroll

COMPUTER KNOWLEDGE

- Power Point and MS-Office, Tally ERP 9, Tally Prime Gold, Busy, ZOHO, Quick Book, Zero, CRM, Compu Office Online, Power BI, SAP S4 Hana Module, Micro Soft Excel.
- Awareness of basic networking concepts & technologies.

PERSONAL DETAILS

Father's Name : Mr. Pawan Kumar Sharma
Date of Birth : 17-Aug-1998
Nationality : Citizen
Sex : Male
Marital Status : Single
Languages Known : English, Hindi

DECLARATION

I hereby declare that what are stated above is true to the best of my knowledge and experience.

Place: 9/104, Aravli Vihar, Serctor-9, Bhiwadi, Rajasthan-301019

(Gulshan Sharma)