## ANISH SHARMA

Address: F-3, Gali No. 80, Mahavir Enclave, Part-3, Uttam Nagar, New Delhi -59.

Contact: +91 99115 82330 | E-mail: [anish2j@yahoo.in](mailto:anish2j@yahoo.in)

**SUMMARY**

An Accounts and Finance professional having above 11 years of experience in working as part of team as well as Independent contributor’s roles. Seeking challenging position in the field of financial accounting with a reputed and well-managed organization where my potential/ Professional knowledge is utilized to the fullest, thereby leading to the growth of both the organization as well as my career in the organization.

**KEY SKILLS**

* 11+Years’ experience in handling overall accounting manually as well as Computerized
* Independently handled company Accounts
* Good experience of Accounting and Taxations.
* Perfection in managing and maintaining the Accounting work related with Banking,
* E- Filling of TDS and Income Tax.
* Generate form 16 and Reconciliations 26as.
* Monthly, Quarterly and Annual GSTR 1, GSTR 3B, Filling
* Reconciliation GSTR 2A in monthly and yearly basis.
* Advance tax on GST and Tax adjustments.
* Monthly internal audit of Accounting Books.
* Experienced in handling work related with ‘Audits’ of Private Ltd, Public Ltd and other individual firms covered as per Tax Audit.
* Working on cash flow fund flow or Monthly Budget.
* Aging of Receivable and Payables.
* General Accounting.
* All type of loan process (BL, PL, CC, OD, LAP,).
* Working on FIXED ASSETS.
* Petty cash Maintenance & Handling Employee’s Expense Reimbursements
* Bank reconciliations and vendor reconciliations
* Working on DP Calculation in monthly basis.
* Stock Maintenance and Audit.
* Employee Payroll.
* Accounts Receivable and Payable
* Worked on share market under supervision of Accounts Manager
* Balance Sheet Finalization

**ACADEMIC QUALIFICATION:**

* MBA Finance through distance learning from Sikkim Manipal University in 2014.
* B.Com. from School of Open Learning Delhi University in 2011.
* Higher Secondary from Delhi CBSE 2006.

## **CAREER HIGHLIGHTS**

*Sept 2015 to till date* Wordstream Technology Pvt Ltd. Asst. Manager Accounts.

Wordstream is a leader in webcasting and virtual events, providing a range of innovative solutions for applications such as demand generation, conferences and events, product launches, professional development, internal communications and executive announcements.

*June 2014 to July 2015* Empire Home Appliances Ltd. (Manufacturing Company) as Sr. Accounts Executive

*Nov 2008 to May 2014* World Class Automobiles Pvt. Ltd. (Automobile Company) as Jr Accountant

*April 2007 to Oct 2008* K.R Madhra & Associates (CA Firm) as accounts assistant

## **RESPONSIBILITIES HANDLED**

* As a Team Manager looking all accounts and finance matters of the organisation
* All Bank related work (including Bank Reconciliation and Documentation for Credit/OD facility and foreign remittances)
* Working and E filling on TDS, Income Tax, GSTR 1, 3B, and 2A (input Credit) reconciliation in monthly or annual basis.
* Working on GSTR 9 and 9C with the help of CA.
* Preparation of form 16 and issuance.
* Making billing on daily basis.
* Maintenance of Stock and DP Calculation on monthly basis
* Company and employee reimbursement Expense handling in monthly basis.
* General Accounting
* Monthly budgeting
* Debit or Credit note issuance
* Working on outstanding in daily basis
* Vendors Payments through NEFT RTGS and cheque.
* Regular follow up with Debtors for quick debt recovery including independent correspondence & preparing fortnightly & monthly outstanding statements.
* All types of branch and Vendor reconciliations.
* 26AS reconciliation.
* Ledger Scrutiny.
* Working on fixed Assets.
* Tax Audit and Balance Sheet Finalisation with CA.

## **STRENGTHS**

* Organization & leadership Skill
* Honest and trustworthy & be respectful.
* Ability to adjust to a changing Environment.
* Working Under Pressure.
* Always ready for new challenges.
* Never No for Our work. Always YES, I will do
* I love my work and I am always honest with my work.

## **ACHIEVEMENTS**

## Successfully achieved the position of accountant got increment time to time for praiseworthy efforts & skills.

## Never give up always giving more than hundred percent in my work.

## Independent handled company Accounts With sister concern companies.

## Get self-confidence to do any work in any kind of pressure.

## **COMPUTER SKILL**

* Accounting Package (Tally 7.2,ERP 9.0)
* Working in Fully Computerized Environment.
* Working with word, Advance Excel and Surfing with Internet.

## **PERSONAL DETAILS:**

* Fathers Name : Sh. Mulkh Raj Sharma
* Date of Birth : 02nd July 1988
* Gender : Male
* Marital Status : Married
* Expected CTC : Negotiable

**Date:**

**Place: New Delhi**