

RESUME

HITESH SHARMA

KHORA COLONY, GHAZIABAD

UTTAR PRADESH

Contact No:-7503115331

Email: hiteshs698@gmail.com

OBJECTIVE:

To achieve the responsible position in challenging environment where I can sharpen my knowledge as acquire new skills there by developing my personality I would like to raise my experience and learning graph through my determined efforts.

QUALIFICATION:

Cost and Management Accountant (CMA)	Dec 2019	59.40%
B.Com	2019	59.25%
Class XII	2016	78.60%
Class X	2014	66.50%
M.COM	Pursuing	-

INTERNSHIP EXPERIENCE:

Mohit Arora & Associates (Cost Accountants)

From: March' 2018 to October 2018

Profile:

Accounting

1. Maintenance of daily books of Accounts
2. Punching of sales voucher, purchase voucher, receipt, payment, etc.
3. Periodic physical verification of stock

GST

1. Registration
2. Filing of monthly return GSTR-3B, GSTR-1, etc
3. Cancellation
4. Assist to senior in GST Audit

Income tax

1. Apply for new PAN
2. Create profile of first time registration of assessee
3. Filing of Income Tax returns

EXTRA QUALIFICATION:

1. Completed Information Technology Training of 100 hours from The Institute of Cost Accountants of India
2. Completed Industrial Orientation Course from Institute of cost Accountants of India
3. MS office

- 4. Busy software
- 5. Tally ERP 9

PERSONAL INFORMATION:

Father Name - Mr. Khem Chand Sharma
Date of Birth - 25th July 1998
Sex - Male
Nationality - Indian
Religion - Hindu
Category - General
Marital Status - Unmarried

DECLARATION:

I hereby declare that all the information provided by me in this application is actual and correct to the best of my knowledge and belief.

Date.....

Place.....

Signature of Applicant
(HITESH SHARMA)