

Prince Sharma



Contact

Address:

17C/7 New Partap Nagar, Ambala City,
Haryana-134007

Phone: 9541102818

Email:

sharmaprince727@gmail.com

Personal Details

Father Name: Lt. Sh.Jagmohan Sharma

Date of Birth: 21.11.1992

Gender: Male

Married Status: Married

Languages

Hindi

English

Punjabi

Hobbies

- Playing Cricket
- E-learning
- Photography

Summary

Experience in Finance & Sales accounting, Inventory management, Logistics support, Vendor management, MIS reporting etc.

Experience of working in SAP, CRM, Tally ERP & Busy accounting software's. More than 7 Year's experience of handling overall branch operations.

Skill Highlights

- Experience in SAP, CRM, Tally ERP9, and Busy software's.
- Experience in Finance & Sales accounting.
- Knowledge of Goods and Service Tax, TDS, TCS, Sales tax assessments etc.
- Experience in Dispatch handling, dealing with transporters, Preparing E-invoice, E-way bills, Shipment entries in SAP etc.
- Experience in inventory management & logistics.
- Knowledge of MS-Office (Incl. Pivots, Lookups etc.)
- Typing speed of approx. 40 wpm.
- Experience in handling network of 150 vendor's.
- Knowledge of basic Computer Hardware, Software Installation etc.

Experience

MYK Laticrete India Pvt. Ltd.

Senior Executive – Finance & Accounts

Period: Nov 15 to Present

Location: Panchkula

Company Profile: MYK Laticrete is a joint venture between Laticrete International, USA and the MYK Group, India. Since inception in 2000, company has led many innovations in the construction industry in India and is the acknowledged pioneer in tile and stone installation solutions. Having four world-class manufacturing units located at Hyderabad (HO), Perundurai and Sotanala and more than 16 branches in all over India.

Key Responsibilities

- Working in SAP -- Billing, Preparing Sales order, Stock transfer orders, Shipment entries, E-Invoice, Cash expense & Travelling expense bookings, Vendor management, Reconciliation of accounts etc.
- Handling a network of 150 dealers in Haryana, Chandigarh, Himachal Pradesh & Mohali territories. Handling their Orders, dispatches, and giving logistics support to vendors.

Experience

- Warehouse management and accounting of branch stocks and preparing monthly/yearly stock audit reports.
- Preparation of credit & debit notes, updating new vendor accounts & Bank reconciliation etc.
- Handling dispatches, goods return, damage intimations, coordination with transporters & generating E-way bills etc.
- Coordination with marketing department for conducting promotional meets, branding and other marketing work.

Delcra Cables Pvt. Ltd.

Accounts Executive

Period: July 14 to June 15

Location: Chandigarh & Rajpura

Company Profile: Manufacturers of HDPE (Plastic) Drums, dealer of Plastic Granules and Bitumen. They supply HDPE Drums to reputed chemical and pharmaceutical companies like Cipla Ltd., Nectar life sciences Ltd., Ranbaxy Laboratories Ltd., Ind-Swift Laboratories Ltd. etc. from their two manufacturing plants Chandigarh and Rajpura, Punjab.

- Accounting entries in Tally ERP 9.
- Handling dispatch and coordination with transporters for timely delivery of the product.
- Computation and E-Filling of Excise returns & Sale tax returns.
- Monthly Stock audit and preparing stock statements.
- Preparation and submission of Quotations, Purchase Orders and Proforma Invoices.
- Reconciliation of Bank and vendor accounts.
- Preparing documents of LC (Letter of Credit).
- Making Barrier Forms for Import or Export in Punjab and M.P.

Coatings & Chemicals / Eko paints Pvt. Ltd

Assistant Manager

Period: December 13 to June 14

Location: Ambala

Company Profile: They installed First CED Coating Plant in Ambala. Masters in Powder and CED Coating and doing work for electronic instrumentation companies like Micro Instrument Co., Electronic Instrument Ltd. etc.

- Accounting entries in their accounting software TSS and Tally ERP.
- Preparing salaries and attendance records of the employees. E-filling of Monthly ESIC Contribution.
- Collecting & Issuing C Forms.
- Ensure proper coordination between workers to achieve maximum productivity.
- Coordinate with workers to ensure timely delivery of the finished product.
- Seek customer feedback and facilitate redressal of any complaints/ issues.

Education

- 12th in Commerce with Math's passed from Haryana Board. (Year 2010)
- Bachelor of Computer Applications (BCA) from Kurukshetra University (Year 2013)
- MBA in Finance from Guru Jambheshwar University, Hissar. (Year 2017)
- Certified course of Logistics, Fleet & Warehouse management from TCS iON (Tata consultancy services).
- Certified course of MS Windows and MS Office from Tata Infotech.

Date:

(Prince Sharma)