

CURRICULUM VITAE

YOGESH SHARMA

6, Uma Charan Bhatta Charya Lane, Howrah-711101

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CARRIER OBJECTIVE: Aspire to belong from an organization where idea grows, skills are developed and knowledge is nourished. A place where I can learn and be empowered to contribute continuously under different challenging scenarios, keeping focus on institutional, global yet socially conscious goal while staying target oriented.

ACADEMIC QUALIFICATION:

Examination	University/Board	Year Of Passing	Division
B.Com	Calcutta University	2015	-
H.S	W.B.C.H.S.E	2012	1 st Division
Madhyamik	W.B.B.S.E	2010	2 ND Division

COMPUTER PROFICIENCY:

- Obtained Certificate of Completion of “Computer Training Course” from ICA.
- Proficient in operating Tally.ERP 9, BUSY and related accounting software's & in MS Excel, MS Word and Power point presentations.

WORK EXPOSURE:

- ❖ Working Experience in **Rishabh Textiles (Shirting & Suiting Authorised Wholesale Distributors of Arvind Limited)** as **Data Entry Operator** for 1 Year (April '2015 – July '2016).
- ❖ Working Experience in Chartered Accountants Firm **Sharma Vinayak & Co.** as an **Account Executive** for 2 Years (July'2016 – Sept'2018).
- ❖ Working Experience in Jute Manufacturer **Dedico Vyapaar Pvt Ltd. – Sarda Group of Industries** as an **Account Analyst** (Oct'2018 – July'19).
- ❖ Working Experience in Tea Manufacturer **Kanoi Plantation Pvt Ltd. – Kanoi Group** as an **Account Assistant** (Aug'2019 – Present).

- **Accountable for the:**
 - Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD, Euro & Yen)
 - Processing the foreign principle payment.
 - Performing daily entry of accounting.
 - Taking care of vendor payment on time after invoice verification.
 - Preparing report in excel with help of Vlook up, Hlook up, Pivot Table etc.
- **Carrying out Reconciliation of:**
 - Vendor Ledger
 - Bank books & foreign currency accounts.
 - Reconciliation of GSTR -2A.
 - Reconciliation of 26AS.

Tax Matters:

- TDS & TCS calculations & preparation of TDS & TCS sheet & records.
- P.Tax Registration and Enrollment.
- Online return filing of TDS, TCS & P.TAX
- Preparation of GST return sheet & online return filing of GST
- Online payment of GST, TDS, TCS and P.Tax
- Preparing E-Waybill.
- Preparing salary computation.
- Co-ordinate with senior at the time of preparation of Income Tax Return for Individual & Company.

Personal Profile:

Father Name: Chandra shekhar sharma

Date of Birth: 17th May'1995

Linguistic Proficiency: Hindi, English, Bengali, Marwari

Gender: Male

Nationality: Indian

Dated:

Place: Kolkata