

# **RESUME**

## **SACHIN KUMAR SHARMA**

*Hari Nagar Railway Road*

*Dadri, G.B.Nagar (U.P)-203207*

*Mob No:-91+6398423849*

*Email id:- sharma.sachin0302@gmail.com*

### **CAREER OBJECTIVE :-**

- To reach the highest level of the career by continuously upgrading skill set a require and growing with the company. Adopt quickly to any work with the basic philosophy of team work.

### **EDUCATIONAL QUALIFICATION :-**

- *M.Com Passed from CCS University Meerut in 2019.*
- *B.Com Passed from JRN University Rajasthan in 2017.*
- *Intermediate Passed from C.B.S.E Board in 2013.*
- *High School Passed from C.B.S.E Board in 2011.*

### **COMPUTER KNOWLEDGE :-**

- *6 Month Diploma in Computer Application.*
- *Ms- Office:- (Word ,Advance Excel) ,*
- *Visualurl ERP, Tally , SAP Skills*

### **WORK EXPERIENCE :-**

- *Apollo Pipes Ltd.*  
*From Jan 2022 to till date. (Senior Account Executive)*
- *EPACK POLYMERS PVT.LTD. [EPACK GROUP]*  
*Kasna Greater Noida*  
*From 02-Jan-2018 to Dec 2021 (Account Executive)*

### **Job Profile :-**

- *Analyzed sales and financial performance to understand company Need and future goals.*
- *Prepared general ledger and journal entries analysis.*

- Feeding -Contractor Bills, Cartage/Freight Bills, Bank Deposit Entry, Bank Payment Entry, Cash Voucher Entry Provision for Expenses
- Daily Purchase Voucher Posting
- Sale Return Entry
- Bank Entry Bill Discounting, LC payable, Bank charges, Letter of credit charges, Bank Guarantee charges, TDS Bank Entry
- Bank Reconciliation, Customer Reconciliation, vendor Reconciliation and inter-company reconciliation.
- Debit/ Credit Note against Purchase/Sale, DA Entry
- Cheque Prepare (Outstanding Payment)
- Bank Transaction date
- MIS Reporting for Accounts Payable
- Created new customer accounts and carried out associated data entry into central database consistently beating targets for completion Responsible for computerized and manual cash batch, data entry and sale journal.
- Coordinated the full month end procedure, including preparation of income statements, and trial balance statements.
- Prepared reconciliations for monthly closings.
- Ensured accuracy of revenue and expense accounts.
- Analyzed the company's expenditure and benefits.
- Cooperated with internal and external auditors.
- Knowledge of trade credit terms.
- Processed company documentation, such as invoices, Expenses Reports and payment checks.
- Monitoring of receipt, import documents and issue document & and keeping records for audit and finance Purpose.
- Preparation of making delivery note, debit note, purchase order, job work, e-way bill, Insurance.
- GSTR-4-Job Work (ITC-04) Return

#### **PERSONAL INFORMATION :-:-**

- |                         |   |  |
|-------------------------|---|--|
| ➤ <i>Father's Name</i>  | : | <i>Mr. Vinod Kumar Sharma</i>                  |
| ➤ <i>Date of Birth</i>  | : | <i>03-Feb-1996</i>                             |
| ➤ <i>Gender</i>         | : | <i>Male</i>                                    |
| ➤ <i>Nationality</i>    | : | <i>Indian</i>                                  |
| ➤ <i>Religion</i>       | : | <i>Hindu</i>                                   |
| ➤ <i>Language Known</i> | : | <i>Hindi &amp; English</i>                     |
| ➤ <i>Marital Status</i> | : | <i>Unmarried</i>                               |
| ➤ <i>Hobbies</i>        | : | <i>Cricket , Reading Newspaper &amp; Books</i> |

#### **DECLARATION:**

*All the information given above in this resume are true to the best of my knowledge & belief.*

**DATE:**

**Place:**

**(Sachin Kumar Sharma)**