**CURRICULAM VITAE**



ANOOP KUMAR SHARMA

House No - F-5 / 164, Rohini Sector - 16,

New Delhi - 110089 (INDIA).

✆9953906813 🖳 anoopsharma0@gmail.com

**Sr. Associates Management Information System (MIS)**

(Offering over 6 years of professional & result oriented experience)

It is important to make stable Organisation, and for the stable Organisation it is very important to hire and retain right people having vision and clarity.

**Professional Snapshot**

* Positive attitude & Self Motivated Team Leadership, Goal driven and with strong work ethics, continuously striving for improvement coupled with excellent administrative and management skills and the commitment to offer quality work.
* MIS development and implementation as per the need of the Management or need for Accountability, Controlling and Analysis of outcomes from various functional departments.
* A competent professional with over of rich & comprehensive experience in Accounts Management.
* Expertise at handling the Accounting issues and control there on.

**Organization Experience**

**(From Jan 2016 To Cont…)**

**M/s Friends Medicos**

**Company Profile: -** Friends Medicos started in year 1994 with a vision to cater the healthcare industry professionally with humanitarian touch. They ensure a wide visibility of product at trade, since all major whole sellers are tabbed by us. More than 10000 customers are catered with reminder and doorstep delivery. They are equipped to cater the need of customer with instant delivery maintaining cold chain .they are the first distributor awarded ISO 9001-2000 in entire Delhi and NCR. they have 23 years of experience to serve the industry at various levels. Presently they are serving Roche (All Div.), Astra Zeneca (Oncology), Pfizer (Oncology), Baxter (Biosciences and Renal),Glaxo (oncology) Sarabhai (oncology and Chiron), Abbott (virology) Reliance Life sciences, Bharat serum and vaccine and various other pharmaceuticals companies. Presently they having sales turn over for year 2015-16 is around 80 crs.

**(From May 2014 To Dec 2015)**

**M/s Brilliant Led Pvt. Ltd.**

**Company Profile: -** Brilliant Led is engaged with manufacturing of all types of Indoor/ Outdoor Led Lights, Led Strips, Led Panel Light, Led Driver and also importer of chandelier Lights & Fancy Lights and having their turnover around 25 Crs.

**(From June 2009 To Apr 2014)**

**M/s Parco Paints Pvt. Ltd.**

**Company Profile: -** Parco Paints is a larger manufacturer of Construction Chemical, Interior Paints, Exterior Paints, Textured Paints, Industrial Paints and Other Chemicals with having their turnover around 10 crs. The company is certified under ISO-9001.

Cont......P/2

-2-

**Expertise**

**Key Skills**

* Provide necessary developmental and implementation tools for data analysis.
* Working with our CA’s provide them sufficient and desired information.
* Having experience with dealing with customer and settlement of their ledgers.
* Provide reporting and dealing with bank for secured loans liabilities and provide them desired financial.
* Reporting on G.P ratio, N.P ratio & Stock ratio at the end of every month and if necessary discuss the same with management to take right decision at the right time.
* Reporting on financial data for audit purpose such as Profit & Loss Account, Balance Sheet, Cash Flow Statement and Fund Flow Statement.
* Reports related to audit and coordinate with the audit process.
* Routine checks on bills and authenticate their accuracy.
* Credit Control - On time Billing invoices Distribution & follow-ups for payments.
* Process monthly payroll and maintain approved payroll records.
* Party reconciliation & taking care of debts.
* Review of daily journal vouchers for correctness and proper approval.
* Reviewing of bank reconciliation statement – planning for issuing cheques to venders.
* Establish, maintain and coordinate the implementation of accounting and accounting control procedures.

**Education Qualification**

* Xth Passed from C.B.S.E Board (Delhi) with 47%.
* Intermediate Passed from C.B.S.E Board (Delhi) with 68% in Commerce.
* Graduation Passed from Delhi with 57% in B.com.

**Personal Detail**

 D.O.B: 09.Dec.1987

 Father’s Name Sh. Bhagwan Dass Sharma

 Permanent Address Permanent Add: 837 B-1st Jain Nagar,

 Opposite Rohini Sector- 22,

New Delhi – 110081

 Nationality Indian

 Religion Hindu

 Marital Status Married

**I hereby declare that the above information is correct and complete to the best of my knowledge and belief.**

**(Anoop Sharma)**