**ANOOP Kumar SHARMA**

**Current Add: House No - F-5 / 164, Rohini Sector - 16,**

**New Delhi.**

**Contant No. 9953906813**

**Email ID:** [**anoopsharma0@gmail.com**](mailto:anoopsharma0@gmail.com)

**Career Objective**

*To work in an organization that gives me the opportunity for career growth and continuous learning. I want to be in a position where management and staff see me as a significant enable in their functions*.

**Experience**

**May 2014 – Continue M/s Brilliant Led Pvt. Ltd. Patel Nagar, Delhi Senior Accountant (Manage All Accounts Related Work Individually)**

* *Responsible for look after all Sale Tax related Matter and Sales Tax Return, Timely deposit of sale tax, Sales tax assessment and other statutory requirements.*
* *Responsible for monthly reconciliation of sundry creditors & debtors with specially attention of credit time limit, demanding statutory forms against sales from the parties such as ‘C’&‘H’.*
* *Responsible for Bank reconciliation as well as fund management, properly attention towards issuing cheques and command over there.*
* *Responsible for TDS return and timely deposit TDS with department to avoid levy of interest and penalties.*
* *Responsible for maintaining proper books of records for client along with their supporting documents.*
* *Finalization of financial statement as well as personal account of directors.*
* *Cash flow statement and Fund flow statement.*
* *Responsibility for SAD refund of custom duty.*
* *Responsible for attention on dues payment of debtors and produce routine reports regarding this to the concerned department.*
* *Identifying and resolving accounting/ legal issues.*
* *Meeting existing clients, addressing their needs and requirement.*
* *Client co-ordination, Client relationship.*
* *MIS review.*
* *Well Versed with accounting standards, schedules VI.*
* *Responsible billing and recovery.*
* *Co-ordination with the bankers.*
* *Adherence to the policies of the client with regard to accounting and reporting.*

**Sep 2012 – Apr 2014 M/s Jain Bulk Carrier Shiva Ji Park, Punjabi Bagh**- **1-1/2 Years Accountant (Manage All Accounts Related Work Individually)**

* *Responsible for look after all Service Tax related Matter such as Service Tax Return, Timely deposit of service tax and other statutory requirements.*
* *Responsible for monthly reconciliation of sundry creditors & debtors with specially attention of credit limit from the parties.*
* *Responsible for Bank reconciliation as well as fund management, properly attention towards issuing cheques and command over there.*
* *Responsible for TDS return and timely deposit TDS with department to avoid levy of interest and penalties.*
* *Responsible for maintaining proper books of records for client along with their supporting documents.*
* *Finalization of financial statement as well as personal account of directors.*
* *Cash flow statement and Fund flow statement.*
* *Identifying and resolving accounting/ legal issues.*
* *Responsible billing and recovery.*
* *Co-ordination with the bankers.*

***Cont:P/2***

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**June 2009 – Aug 2012 M/s Parco Paints Pvt Ltd. Kriti Nagar Indl. Area (New Delhi) - 3 Years Accountant (Manage All Accounts Related Work Individually)**

* *Responsible for look after all Sale Tax related Matter such as Sales Tax Return, Timely deposit of sale tax, Sales tax assessment and other statutory requirements.*
* *Responsible for monthly reconciliation of sundry creditors & debtors with specially attention of credit time limit, demanding statutory forms against sales from the parties such as ‘C’&‘H’.*
* *Responsible for Bank reconciliation as well as fund management, properly attention towards issuing cheques and command over there.*
* *Responsible for TDS return and timely deposit TDS with department to avoid levy of interest and penalties.*
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* *Responsibility for SAD refund of custom duty.*
* *Identifying and resolving accounting/ legal issues.*
* *Well Versed with accounting standards, schedules VI.*
* *Responsible billing and recovery.*
* *Co-ordination with the bankers.*

**Education Qualification**

* *Intermediate from C.B.S.E Board.*
* *Graduation (B.Com).*
* *Pursuing LAW (L.L.B).*
* *Basic Knowledge of computer programming.*
* *Good knowledge of accounting software such as (Tally 9.0 ERP Version, Busy Win, Dr. Marg, and F.C.A) & friendly in working with customize software using by client with normal training as required.*
* *Good knowledge of MS- Excel working with short keys & formulas using for making reports as required.*
* *Good knowledge of Internet surfing*.

**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*

*Expected Salary Rs. 30,000/- (INR) P.M*

**Declaration**

*I do hereby declare that the particulars of the information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.*

**Anoop Kumar Sharma**