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**VIKASH KUMAR SHARMA**

G-198 Street No.1 Phone: +91 9868415198

Jagjeet Nagar Delhi-110053 Email: vks200561@yahoo.co.in;

**ACCOUNTS & FINANCE PROFESSIONAL**

**Offering over 16 years of experience;** seeking managerial level assignments across the industry

**Profile**

* Expertise in managing day-to-day business accounting functions as well as commercial & administrative functions for smooth operations.
* Dexterity in formulating and implementing Finance & Accounting Policies/ Procedures and adherence to Statutory Compliances with the ability to relate theory with practice.
* Demonstrated ability in designing and implementing systems/procedures with proven ability to achieve financial discipline and enhance the overall efficiency of the organization.
* Highly skilled in heading finance functions involving determining financial objectives, designing & implementing systems, policies & procedures to facilitate internal financial and process controls.
* Possess well developed communication, coordination and problem solving skills with the ability to make an effective contribution to the performance of a team with good leadership and motivating capabilities.

**Areas of Expertise**

* Accounting Operations, Taxation, Costing, Budgeting, MIS Reporting, Fund Management & Statutory Compliance, Reporting & Documentation, and Financial Risk Management.
* Finalization of Balance Sheet and ability to make changes according to Maintainable Profit.
* Dvat (Sale tax), TDS, Service Tax, Work Contract Tax & Ageing Analysis, Balance Sheet Finalization, Cash Flow Analysis.
* Tally 9, Tally ERP, Online Filing of Return and Financial Analysis.
* Analysis of variances between two periods for Balance sheet and Profit and Loss account.
* Preparing Annual Financial Statements, Periodical Books, Records, Auditing, Maintenance of Principal Books of Accounts viz. General, Subsidiary & Debtors Ledger, Cash Book, Debtors & Creditors reconciliation & Ageing, account finalization, preparation of various reports and Financial Account Statement, Trial Balance, Profit & Loss Account, Balance sheet.
* Mobilizing & managing financial resources to meet company’s long & short-term financial needs.
* **Core Competences**: Accounts Management • Taxation • Budgeting/Costing • Auditing • Cash Management • Sales/Stock Accounting • Statutory Compliance • Annual Financial Statements • Strategic/Financial Planning • Taxation Financial Projections • Vendor & Working Capital Management • Commercial management • Liaising/Coordination • Project Finance • Payroll Administration • Fund Management • MIS • Relationship Management • Resource Optimization

**Experience**

**M/S KARTAR AUTO LOGISTICS PVT LTD, ROSHANARA ROAD DELHI, Accounts Manager, Since July 2014**

* Accountable for handling overall accounting, Billing, financial and taxation matters of the company including accounting transactions, maintenance/preparation/finalization of accounts and other related matters while ensuring adherence to accounting norms.
* Looking after operational expenditure/control and responsible for strategically planning & implementing innovative business strategies to initiate finance control.
* Studying complex financial information and MIS reports to provide accurate and timely financial recommendations to management for decision making.

**M/S GREEN CARRIERS & CONTRACTORS PRIVATE LIMITED, NAYA BAZAAR, DELHI, Accounts Supervisor, From Jun 2005 – June 2014.**

* Responsible for ageing analysis, Debtor Creditors Reconciliation, TDS Calculation, Preparation of Monthly Operating Results Such As Monthly P&L A/C, Stock and Receivable management in terms of Data provided in Monthly Stock Statement provided to bank of the company.
* Planning various strategies while developing account management policies, ensuring cost effective processing’s to achieve growth in profitability as per the desired standards & quality.
* Accountable for handling overall accounting, financial and taxation matters of the company including accounting transactions, maintenance/preparation/finalization of accounts and other related matters while ensuring adherence to accounting norms.
* Ensuring adherence to procedures and policies of the Industry and streamlining various Financial Operations & Analysis with key focus on bottom line profitability.
* Looking after operational expenditure/control and responsible for strategically planning & implementing innovative business strategies to initiate finance control.
* Studying complex financial information and MIS reports to provide accurate and timely financial recommendations to management for decision making.

**JAIPUR GOLDEN TPT CO. PVT LTD, DELHI-7, Accounts Assistant, Dec 1999 - May 2005**

**M/S ASHOK ADHLAKHA & CO (CA FIRM), Accounts Executive, Aug 1998 - Nov 1999**

**Education**

* **MBA (Finance), 2013 from Guru Jambeshwar University Hisar Haryana**
* **B.Com, 1999 from Delhi University**

Salary Drawn : 35,000/= pm

Salary Expected : Negotiable

 Vikash Kumar Sharma