# **ABHAY SHARMA**

## Accountant & Supervision Executive

1. Experienced Accountant with strong organizational and management skills. Complete Work on time and lead staff to sustain an efficient workplace.

2. Focused Accountant & Supervisor with More than 6 years of experience. Managingaccounts to reduce outstanding balances. Hardworking and energetic with passion for accuracy and efficiency.

3. Knowledgeable about GST Returns, preparing invoices, processing payments and pursuing past-due balances. Well-versed in accurately coding different types of bills for clear recordkeeping and tracking.

Aug-2018

Sep-2017

to Aug-2018



Address S.NO.2, W.No.3, Purani Abadi,

Ganganagar, Rajasthan - 335001 Phone

7568605861,7014003390 E-Mail

abhaysharma02712@gmail.c om

#### $\square$ **Personal Information**

**Father's Name** GOPALSHARMA



Male



	-	May-2016 to July
Project Management	●●●●○ Very Good	2017
Office management	●●●●● Excellent	
Documentation expertise	●●●●● Excellent	
Financial Management	●●●○○ Good	
MS Office	●●●●○ Very Good	
Tax accounting specialization	●●●●○ Very Good	
Payment processing	●●●●● Excellent	





## **Declaration:**

I hereby declare that the all information furnished above is true to the best of my knowledge.

Place : Sri Ganganagar Date

# Work History

#### Account Manager & Supervisor to till Date

ABI Pvt. Ltd., Sri Ganganagar, Rajasthan

- Managing Invoice, payment processing operations, Production in books and GST Returns.
- Handling Supervision in production Plant.
- Handling All type of Goods dispatch from Godown.
- Handling account payments and Provide information regarding outstanding balance to relevant person.

### Accountant In Dental Collage

Surendra Dental Collage, Sri Ganganagar, Rajasthan

- Handled Admission of Nursing Department.
- Handled Account of Nursing Department and Make Salary of Nursing and Other Staff.
- Handled collection fee from students and various duties regarding examinations.

## DOING JOB IN PVT.LTD.COMPANY

Cloth Agency, Sri Ganganagar, Rajasthan

- Manage & Prepare sale invoice & dispatch goods.
- Timely Complete store Audit which is held by Head Office.
- Collect payment from local dealers.
- Management of stock in shop & Godown.



### **Master of Commerce**

Maharaja Ganga Singh University, Bikaner **Bachelor of Commerce** Maharaja Ganga Singh Univercity, Bikaner Senior Secondary School Examination Board of Secondary Education, Rajasthan **Secondary School Examination** Board of Secondary Education, Rajasthan Ð



Playing Cricket Traveling Watching Movie video Gaming

