



NEERAJ SHARMA

SENIOR ACCOUNTANT



VPO THATHWARI, KHETRI,
DISTT. JHUNJHUNU, (RAJ)



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Neerajsharma818@gmail.com



10 July 1994



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EDUCATION

BACHELOR OF COMMERCE

RAJASTHAN UNIVERSITY /

Rajasthan / 2016

- Major in Subject Accountancy

SENIOR SEC. SCHOOL

M.A.S.D PUBLIC SCHOOL

HARYANA / 2009

- Major in Subject Accountancy

SKILLS

- BILLING AND RECONCILIATION
- GENERAL LEDGER ACCOUNTING
- BOOK KEEPING
- TAXATION (GST & TDS)
- BANKING & CMS
- ADVANCED EXCEL

SOFTWARE KNOWN

- FAS ERP
- TALLY ERP/PRIME
- BUSY SOFT
- COMSQL

LANGUAGES

- HINDI
- ENGLISH

CURRENT CTC

- 6.12 Lac (PA)

ABOUT ME

Expert Accountant with GST, TDS, Book Keeping, Banking Etc. expertise and 11 years of experience in accounting. Proven ability to effectively lead personnel in various combat and non combat situations, Strong problem solving abilities and committed to achieving goals with Skills. Seeking leadership role with your esteemed organization.

WORK EXPERIENCE

JRPL RICELAND LLP
formally known as
JAIN RICELAND PVT LTD,
NAYA BAZAR, DELHI
(RICE Manufacturing & Processing)

APRIL 2017 - Present

Senior Accountant

- Prepares monthly, quarterly and annual financial statements
- Tasked to oversee the timely reporting and payment of taxes for the Company
- Solved all the TDS/TCS & GST related issues
- All Banking Payments & CMS related activities
- Reconciliation of GST, TDS, TCS, 26AS & TIS/AIS as per Books
- Internal audit support
- Analyzing Data such as Sale, Sale Promotion etc.

SUPERIOR AGRO CROPS PVT LTD,
LAWRENCE ROAD, DELHI
(CEREALS)

Sep 2013 - Jan 2017

Accounts Executive

- Performed general ledger and book-keeping work
- Coordinated with Purchasing to review and verify record-keeping and accuracy of invoices, delivery receipts, Requests for purchase order and other relevant documents
- Reconciled bank statements and books of account