

CURRICULUM VITAE

SHIVAM KUMAR SHARMA

H. No. 1311, Near Shastri Kothi,
Ramanand Street, Brahmपुरi Meerut City

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CAREER OBJECTIVE

- To enhance my professional skills by learning and simultaneously contributing my efforts to reach high in my career.

PROFESSIONAL QUALIFICATION

- **Master of Business Administration** with the Specializations Finance and Human Resources, from Dewan V.S. Institute of Engineering & Technology, Partapur Bypass Meerut, Affiliated to Dr. A.P.J. Abdul Kalam Technical University Aggregate 68%.

EDUCATIONAL QUALIFICATION

- B.Com from CCS University, Meerut in 2013 with 55% Marks.
- Intermediate Passed from UP Board 2010 with 76.2% Marks.
- High School passed from UP Board 2008 with 50% Marks.

WORK EXPERIENCE

- Currently working with **M/s Om Shri Sai Chemical** (A Unit of Kailash Group of Companies and Manufacturer of Ferrous Sulphate, Zinc Sulphate, Magnesium Sulphate and Micro Nutrients) as the Designation of Accountant from 12th June 2017 upto till date.
- One & Half year worked with **M/s Honey-G Foodies Zone Private Limited** (A Manufacture Unit of *Campa*) Designation of Accountant from 28th January 2016 to 02nd June 2017.
- Two Year Worked with **Raj Shyama Constructions Private Limited** (Highway Contractor) Designation of Accountant Executive from 23rd February 2014 to 24th January 2016.
- One & Half Year Worked with **M/s Goel Vikas Shilpi & Co. (Chartered Accountants)**.

WORKING KNOWLEDGE

- Preparation of GST Return.
- Having Knowledge About GST Portal & E-way Bill.
- Preparation Tally Billing Format about GST.
- Preparation Sale tax Assessments.
- Preparation of Income Tax Return, Vat Return, Excise Return.
- Preparation of Provident Fund Register, Excise Register :-
 - RG 23 A Part 1st & IInd (Raw Material)
 - RG 23 C Part 1st & IInd (Capital Goods)
 - Daily Stock Register
- Billing Sales & Purchase.
- Preparation of Form-C State of Uttar Pradesh and Utrakahand.
- Bank, BG Reconciliation and day to day Accounting.

IT Forte

- Operating System : Windows XP, Window7
- Packages : MS Office (Word, Excel, Power Point)
- Other Packages : Accounting (Tally 7.2 & ERP 9)

TRAINING & PROJECT

- I have complete two months Summer Training in **India Infoline Financial Ltd.** (April 2014).
- I have prepared a Project Report on Changing Trend of Mutual Fund Industry in India.

HOBBIES

- Watching World Wrestling Entertainment (WWE)
- Playing Cricket

KEY STRENGTHS

- Responsible, Motivated, & Flexible.
- Possess good Leadership quality & good team player.

PERSONAL INFORMATION

Father's Name	Late Sh. Trilok Chand
Date of Birth	20-Jan-1993
Marital Status	Unmarried
Nationality	Indian
Languages Known	Hindi & English

DECLARATION

- I undersigned certifies that the information given by me is true and correct to the best of my knowledge and belief. I undersigned that any misstatement described here in may lead to my disqualification or dismissal if engaged

PLACE: MEERUT

DATE :

SHIVAM KUMAR SHARMA