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**Email id- ssharma4891@gmail.com Contact no.9654462344**

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| **Objective:-** |
| To obtain a position this will develop my knowledge, talent & Experience & provide me an Opportunity to contribute effectively & significantly towards growth of the organization. |

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| **Present Role Description:-** |
| **Renesola LTD :- Accounts Executive from 1st June 2016 to till Now**  **About Company: Renesola (NYSE:SOL)**  ReneSola (NYSE:SOL) is a leading international brand in solar project development, construction, operations and asset management. The company has teams in 10 countries, including major solar power markets such as China, the US, Canada, the UK, France, Spain, Turkey, Poland, Japan, and Thailand. By leveraging its global presence and extensive distribution and sales network, ReneSola is well-positioned to develop high quality green energy projects with attractive returns around the world. |
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| * **Duties and Responsibilities**: |

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**Accounts**

* Recording and maintenance of books of accounts and financial transactions in SAP business1 software.
* Monthly closing and reporting to china
* Preparation of B/S, P&L, Trial Balance on monthly basis.
* Handling of accounts payable & receivable of the organization
* Preparation of vendor reconciliation and customer reconciliation and bank reconciliation.
* Bank payment, disbursement of salary and coordinating with the books.
* Preparation the Ageing Report on Weekly Basis
* Preparing the outstanding list of Debtor & making Payment follow-up.
* Recording details of expenses from employees.
* Checking, verification and payment of employee travel claims.

**Taxation**

* Preparation of TDS Report and deposit on monthly basis.
* Preparation of TDS detail and coordinate with the consultant for filing of returns.
* Monthly filing of GST return ( GSTR 1 & GSTR 3B)

**Budgeting & MIS**

* Preparation of monthly budget along with HR and Project Team and report it to HO for Approval
* Preparation of cash flow & fund flow statement on daily basis.
* Providing the requisite information to loading purpose to project team
* Do the any other assignment as required by management from time to time.

**Audit**

* Handling the statutory audit & internal audit.
* Resolve of audit queries of auditor.
* Supporting the auditor for working properly.

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| **Previous Role Description:-** |
| **Sidharth Automat India Pvt Ltd :- Accounts Executive from 22nd Dec 2015 to 31st May 2016** |

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| * **Duties and Responsibilities**: |
| * Making The Journal Entries in Tally ERP 9 * Preparation the Service tax & TDS Reports, Sale Tax & Excise Report. * Making the invoices and send it to concern party. * Do the Bank Reconciliation. * Maintain The Bank Register on regular basis. * Preparation of MIS Report. * Handling the all responsibilities including day to day Accounting work. |

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| **Previous Role Description:-** |
| **Axpress Logistics Pvt. Ltd. :- Accounts Executive from 1 April 2015 to 21st Dec 2015** |

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| **Duties and Responsibilities:** |
| * Entries of letter of Accounts in ERP of all Branches * Reconcile of ledger account of all Branches. * Finalize The Monthly Accounts of all Branches. * Making The Journal Entries in Tally ERP 9. * Do the Bank Reconciliation. * Maintain The Bank Register on regular basis. * Prepare the daily collection report and send it to all Dept.’s head. * Making the entries of debtor receipts. * Prepare the MIS Report. * Resolve the query with the Branches. * Do the work for controlling the company cost and make the beneficiary process. |

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| **Previous Role Description:-** |
| **Gaurav International :- Cost Accounting Assistant ( Internal Auditor) at Gaurav International from Feb 2014 to 31st March 2015** |

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| **Duties and Responsibilities:** |
| * Collect & check the monthly report of all department of all units . * Prepare the monthly OCR of all Finalize Styles . * Reconcile the MRCA of every styles after complete shipped. * Collect all over the company overheads details & internal audit. * Prepare the monthly pending stock for every style of all stores. * Prepare the style wise Post costing / standard costing reports. * Prepare the all Chemical Costing Report. * Prepare the MIS Report. * Knowledge of Service Tax , Vat , TDS |

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| **Previouse Role Description:-** |
| **MYND Solutions Pvt. Ltd. :- Accounts executive from June 2012 to Dec 2013** |

**Duties and Responsibilities:**

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| 1 | Check the vendor invoices & its related documents & login to billing software,, Invoice Documents check and logging ,Ageing Report ,Vendor Queries . | | | |  |
| 2 | Make the service tax & TDS report on monthly basis, remarks updation, OP/CP category, circle error report. |  |  |  |  |
| 3 | Daily follow up for the payment status & release. | |  |  |  |
| 4 | Payment updation in DMS, cheque data updation, cheques dispatch. | | | | |
| 5 | Reconciliation of party account &reconciliation of tracker with payment received & pending. | | | | |
| 6 | Invoice movement in various departments, RTV updation. | | | | |
| 7 | Pod tracking, invoice submitted report, invoice approval. | |  |  |  |
| 8 | Circle query resolution. | |  |  |  |
| 9 | Query resolution of the transit back cases. | |  |  |  |
| 10 | Transit back report and tracking of the invoice. | | | | |
| 11 | Escalations & vendor management. | | |  |  |
| 12 | Daily payment & present location MIS report. | | |  |  |
| 13 | Prepare the vouchers , keeping the maintain of all Exps. | | |  |  |
| 14 | Maintain the day book , journal entries with tally Erp 9. | | |  |  |
| 15 | Checking the service tax on invoices. | | |  |  |
| 16 | Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with agency policies. | | |  |  |
| 17 | Completed the day to day accounting work i.e. vouching , filling etc. | | |  |  |
| 18 | Handing the process for payroll and all other elements of hr work related to accounting. | | |  |  |

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| **Academic Qualifications:-** |
| * **M.COM : In 2015 from Sikkim Manipal University** * **B.com (Hons) : In 2012 from MDU.** * **Intermediate : In 2009 from Haryana Board.** * **High school : In 2007 from Rajasthan Board.** |
| **Professional Certificate:-** |
| * **Tally ERP 9 from F-tech,** * **Basic application of computers** * **One year financial diploma in computers** |

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| **Key Competencies & Skill:-** |
| * **Internet Surfing/ MS Excel / MS Word/ Tally / SAP** |

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| **Personal Details:-** |
| * **Father’s Name :** Sh. Tejpal Sharma * **Date of Birth :** 01-07-1993 * **Gender :** Female * **Nationality :** Indian * **Language Known :** Hindi & English * **Address :** H.No. 584/31, Laxmanvihar, Ph.-2, Near Sector-4 Gurgaon- 122001 |

I hereby declare the above given information is true to the best of my knowledge.                                           

**Date: - (Sunita Sharma)**

**Place:-**