**Resume**

**ANKUR SHARMA**

**Permanent Address Present Address: Current location: Roorkee**

Village- Choundaheri Defence colony,SBI vali gali, **E-Mail:**[**ankurbhardwaj9594@gmail.com**](mailto:ankurbhardwaj9594@gmail.com)

Post:- Jhabrera, near Delhi road , **Contact: +91-9193128080 (M)**

District :- Saharanpur Roorkee U.K. 247667

U.P – 247665

**Objective: -**

Utilizing my knowledge and skills under the professional environment and to get expertise for the all around growth of the concern.

**Work Experience: -**

**Organization: - M/s Himland Housing Pvt Ltd.**

**Designation: - Supervisor,**

**Duration : -Sep-2016 to August.2017**

**Organization: -M/s Aagya Biotech Pvt Ltd,**

**Designation: - Accountant Officer,**

**Duration :- October-2017 to November-2019.**

**Organization: - Staeshine Mfg. Co. Pvt. Ltd.**

**Designation: - Accounts Executive,**

**Duration :- December-2019 to till date.**

**Job Responsibilities and Experience: -**

* Managing accounts and auditing books of accounts in **Marg ERP**&**Tally ERP9**with its maximum features; Verifying Inventory records from books of accounts; Bank & Party Accounts Reconciliation; Preparing Monthly reports required by Management.

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* FG Register Maintain, E-WAY Bill Generated According to Sale Invoice.
* Purchase & Sale book keeping.
* Daily Inward & Outward Register verified with Sale & Purchase Invoice.
* Vendor/Customer/Bank/Cash reconciliation properly.
* Payment & Receipt Entry
* Preparing for GSTR 1 & GSTR 3B &GSTR 2A Reconciliation with our Book.

**Qualification Educational: -**

**CLASS YEAR UNIVERSITY DIVISION**

High School 2010 U. P. Board Allahabad Second

Intermediate 2012 U. P. Board Allahabad First

B.Com 2015 CCS University Meerut Second

M,.Com 2018 CCS University Meerut Third

**Additional Diploma: -**

* Basic Course of Computer (Diploma).
* Tally Erp 9.0& currently working in Tally ERP9 .

**Personal Skills & Hobbies: -**

* Interactive and good communication skills.
* Good computer knowledge.
* Team leadership quality.
* Work on computer.

**Personal Information: -**

Father's name : Mr. Vinod Sharma

Date of Birth : 09 May 1994

Nationality : Indian.

Gender : Male

Marital Status : Married

Language known : Hindi, English

**Declaration: -**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

**Place: Roorkee (Ankur Sharma)**