

RIPUNJAYA SHARMA

PNC INFRATECH LTD

LUCKNOW RING ROAD PROJECT

Mobile: +91 9450200534; E-Mail: ripunjayasharma76@gmail.com

RESUME HEADER

Qualified in **SAP-FI** with expertise in Finance and Accounts

OBJECTIVE

Seeking a challenging opportunity to work for an organization, which provides me an opportunity to improve my skills and knowledge to growth along with the organization objective

TECHNICAL SKILLS

ERP Packages : SAP ECC FI/CO (Version ECC 6.0), Tally ERP 9.6.3 versions with GST
SAP Business Suite : SAP FICO MODULE
Office : MS Office Tools (2003, 2007, 2010)

PROFESSIONAL EXPERIENCE:

- Working as a **Asstt. Manager(Accounts)** - in **PNC INFRATECH LTD, (LUCKNOW RING ROAD PROJECT) A** Since April.2019 To till date.
- Worked as a **Asstt. Manager-Accounts-** in **JAIPRAKASH ASSOCIATES LIMITED, (GORAKHPUR-VANARAS HIGHWAYS PROJECTS) A** Since Jun.2018 To April-19
- Worked as **Sr.Associate Consultant-SAP FICO (SUPPORT) IN DIGIKRAFT TECHNOLOGIES PVT.LTD.BANGLORE.** Since May 22,2016 to June12,2018.
- Worked as a **Executive-Accounts-** in **SAHARA PRIME CITY LTD. Lucknow,(Real Estate),**Since 01-Sep-2001 to April-2016..

EDUCATIONAL QUALIFICATION

- M.B.A (Finance) from Algappa University Karaikudi , 2006
- B.Com. from Hemwati Nandan Bahuguna Garhwal University in 1999

JOB RESPONSIBILITY:

- Related support to project Head corporate office.
- Checking & verification of all purchase & general transactions.
- Monthly Bank Reconciliation.
- Payable & Receivable accounts reconciliation and verification
- supplier and Payment as per our purchase order / Job order / Contract / payment terms.
- Preparation of monthly GST statement
- Looking TDS matters on Job work, professional, rent, legal & contracts related matters.
- Keeping track of all payment including , purchase orders, invoices, statement etc.
Reconciling processed work by verifying entries.
- Verification Sub Contractor /Transporters bill as per P.O/Work order norms.

Management Information System:-

- Preparation of M. I. S. Reports :-
 - (a) Sundry Creditors / Debtors Balances monthly /Quarterly
 - (b) Aging Analysis of Sundry Creditors & Debtors
 - (c) Funds Flow Statement Monthly

Expose -SAP End-user

- Supplier and Sub-Contractor Bills Verification and Process with MIR7 & MIRO.
- Vendor down Payment Process F-47 or F-48
- Vendor Payments with Due Date Analysis
- Daily Cash and Bank Payments FBCJ.
- Vendors and G/L Accounts Verification FBL3N.
- Verification and Process of Employee Traveling and Imprest of Employee Bills with Special G/L Transactions.
- Vendor Due date Analysis with FBL1N.
- Good Expose in FICO Module.

PERSONAL DETAILS:

Name : RIPUNJAYA SHARMA
Father Name : Mr. RAJENDRA KUMAR SHARMA
Date of Birth : 22 Jun1976
Nationality : Indian
Permanent Address : 32/101,Gandhar,Sahara State,Jankipuram,Lucknow
Languages known : English, Hindi.
Passport No. : J3839341/DT.ISSUED:25.10.2010/DT EXP:24.10.2020
PAN No. : ATNPS7711G
Mobile no. 9450200534 ,9453282872

Dated:

RIPUNJAYA SHARMA