Curriculum Vitae

Ganga Sharma

House No. 11268, New Subhash Nagar, Ludhiana-141009.

Mb. No. +91-97796-61234

Email: ganga231981@gmail.com

**Enthusiastic professional having 14 years Post Qualified experience in Accounts after B.Com, MBA ( Finance).**

# Results oriented professional with extensive experience in ERP, Tally & Other Accounting softwares. Expertise in Export Unit Workings, Preparation and filling of GST, TDS returns etc.

***Objective:*** To utilize my capabilities, innovation, creativity & communication skills up to maximum & impact my contributions with strong motivation for the valuable growth of your organization.

**PROFILE AT A GLANCE**

* Presently working with M/s King Group, Village kanech, G.T.Road, Sahnewal, Ludhiana from Mar 2015 onwards till date as **Senior** **Accountant.**
* Previously worked as **Accountant** with M/s Meera & Co. Ltd, Ludhiana from Mar, 2012 to Feb, 2015.
* Previously worked as **Executive Accounts** with Appu International, Focal Point, Ludhiana from June 2008 to Feb 2012.

**PROFESSIONAL EXPERIENCE**

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| **M/s King Group**  | **Senior Accoutant From Mar, 2015 to till date** |

***Key Responsibilities:*** Responsible for the Preparation of GSTR-1 and GSTR-3B on monthly basis, ITC-04 Quarterly. Ensure proper compliance of TDS (i.e: proper deduction, timely deposit and timely filing of returns of TDS. Reporting Fund Flow statement on daily basis, Bank Recociliation, Parties Reconciliation, Forward Booking, Inward remittances. Managing auditors Statutory as well as Internal and fulfil their requirements accordingly.

* Preparing GSTR-1, GSTR-3B on monthly basis.
* Preparation of TDS Deduction, Deposit and Filing as per requirement of Law.
* Compliance - GST, TDS, Export etc.
* Forward Booking Contracts and review exchange rates.
* Funds reports, Monthly Sale analysis.

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| **Meera & Co Limited** | * **Assistant Manager From Mar, 2012 to Feb, 2015**.
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***Key Responsibilities:*** Responsible for the Preparation TDS Returns, Vat Returns, Sales, Purchase, Journal, Bank Entries, Handling Cash, Bank Reconciliations etc.

* Preparing Various Monthly Reports for analysis of Management.
* Preparation of Account Receivable, Accounts Payable and Stock Position on monthly basis.
* Compliance - TDS, Service Tax and Excise Processes.

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| **Appu International** | **Accounts Executive from June 2008 to Feb,2012.** |

***Key Responsibilities:*** Responsible for the Accounts works as assigned and reporting of the same to the Management. In details key responsibility is for Monthly Budget, Purchase Entries, Issuing Debit Note, Cash Entries, Bank reconciliation, Parties Reconciliation, Excise Registers etc.

* Preparing Various Monthly Budget.
* Doing Daily Entries of Puchase, Debit Notes, Cash, Vendor Reconciliation with regular follow up.
* Maintaining Excise Registers RG-1,RG 23A Part I & II, RG 23C Part I & II, Excise Returns.

**PROFESSIONAL & EDUCATIONAL QUALIFICATION**

* Masters In Business & Administration **(MBA)** specialisation in Finance from IGNOU, New Delhi. **June 2008.**
* Bachelor in Commerce **(B.COM)** from Panjab University **“April 2001”**

**PERSONAL PARTICULARS**

* Date of Birth : 23 June, 1981
* Gender : Female
* Status : Married
* Language Known : English, Hindi & Punjabi
* Computer Proficiency : Tally ERP 9, MS Office etc.
* General Interest : Reading Books, Newspaper, Making Friends.

**I do hereby solemnly affirm and declare that all the information given by me is true and correct.**

**Date :**

**Place: Ludhiana, Punjab (GANGA SHARMA)**