

MANDEEP KUMAR SHARMA

#1705 ST.NO.1 PREET NAGAR NEW SHIMLAPURI LUDHIANA · MOB. 8872220860

EMAIL: MANDEEPKUMAR80543@GMAIL.COM

To obtain a position that challenges me and provides me the opportunity to reach my full potential professionally and personally utilizing my abilities and years of experience in your organization that is progressive intellectually and technically and one in which practices collaborative leadership, integrity and honesty.

EXPERIENCE

28TH SEP 2015 – 1ST OCT 2018

CASHIER, OTHER(PRIVATE)

Handle cash, credit or check transactions with customers

2ND OCT 2018 – 05TH JAN 2021

ACCOUNTS/AUDITING/TAXATION, ADITYA GOEL & ASSOCIATES

Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports, Prepare **tax** returns, payments, necessary paperwork, and reports. Ensure timely and accurate filing of all corporate and personnel income tax and GST returns.

EDUCATION

JUNE 2012

12TH, AKAL SAHAI CONVENT SEN. SEC. SCHOOL

APRIL 2016

B.COM, SHOBHIT UNIVERSITY

Bachelor of commerce in English Language.

SKILLS

- Adaptability
- Decision Making
- Teamwork
- Critical Thinking
- Active Listening

KEY SKILLS

Knowledge of Accounting software's like Tally ERP 9, Busy etc. Prepare **Tax & GST** returns, Tax & GST audits, necessary paperwork, and reports. Summarize current financial status by collecting information;

preparing balance sheet, profit and loss statement and other reports, Ensure timely and accurate filing of all corporate and personnel income tax and GST returns.