

# Apoorv Sharma

Ujjain / [apoorvsharma229@gmail.com](mailto:apoorvsharma229@gmail.com) / +91 9340719803

## Summary

---

Zeal to Work in a real professional atmosphere, contributing for its vertical growth using my academic and technical skills coupled with hard and sincere work and to be a unique professional.

## Work Experience

---

### Accounts & Finance Assistant

Dec 2024 – Present

#### Medi-Caps University, Indore, M.P.

##### Tasks & Duties :-

- I am responsible for maintaining accurate financial records, including managing invoices, receipts, and payments. I ensure all transactions are promptly recorded in our accounting software. Additionally, I support the accounting team during month-end closing procedures and assist in preparing financial reports and documentation. I ensure compliance with relevant financial regulations and company policies.
- I also provide assistance during internal and external audits by offering necessary documentation and addressing inquiries related to invoices, payments, and account balances. I collaborate closely with team members to ensure smooth accounting operations and contribute to special projects and initiatives within the finance department. Furthermore, I stay informed about industry best practices and updates to financial regulations to ensure continuous improvement in our processes.

### Admission Counsellor

July 2023 – Dec 2024

#### Shri Vaishnav Vidhyapeeth Vishwavidyalaya, Indore, M.P.

##### Tasks & Duties :-

- I was responsible for assisting prospective students with the application process. This involved helping them complete their application forms and ensuring that all required documents were submitted on time. I served as a point of contact for students and their families, addressing any questions or concerns they had regarding admission procedures, program details, and scholarship opportunities.
- I regularly communicated with prospective students through multiple channels such as in-person meetings, phone calls, emails, and online chats. I also played an active role in recruitment events, including college fairs and information sessions, to engage and attract new students.
- I collaborated closely with academic departments, faculty, and other administrative teams to ensure the information I provided was accurate and aligned with the institution's policies. I was also responsible for generating reports related to admission activities, tracking outcomes, and identifying trends to support future recruitment strategies.

### Accountant Trainee

July 2022 – July 2023

#### Indian Oil Corporate Limited LPG Bottling Plant, Ujjain, M.P.

##### Tasks & Duties :-

- I was responsible for a range of accounting and operational tasks. I managed financial records, ensuring all transactions were accurately documented. I also handled the Cylinder and Bulk Inventory, overseeing stock levels and making sure that inventory records were updated regularly.
- A significant part of my job involved invoice entry in the SAP S&D Module and using Microsoft Excel to track financial data and generate reports. Additionally, I was responsible for the daily attendance upload into the IOCL TOMS system, ensuring that employee attendance was accurately recorded and processed.
- On the operational side, I tracked truck receipts (IN) and dispatches (OUT), preparing MIS reports to ensure that all logistics data was accurately captured. I also kept an eye on truck movements, making sure any violations were identified and promptly closed.

**Account Assistant**

Nov 2018 – July 2022

**Rajat Enterprices Pvt. Limited, Ujjain, M.P.****Tasks & Duties :-**

- I worked in managing an electrical warehouse, where I was responsible for overseeing the arrival of all electrical equipment. My primary duties included stock maintenance, ensuring that inventory levels were accurate and well - managed. I also maintained detailed records of all incoming and outgoing stock to ensure smooth operations.
- In addition to inventory management, I was responsible for salary disbursement for the warehouse team, ensuring that payments were made on time and in accordance with company policies. I also created and maintained expense records, tracking all financial transactions related to warehouse operations.

**Education**

<b>Master of Economics –</b>	Vikram University, Ujjain, M.P.	78%	06/2020 – 06/2022
<b>Bachelor of Commerce (Hons.) –</b>	Vikram University, Ujjain, M.P.	7.4 CGPA	06/2017 – 06/2020
<b>Higher Secondary (12<sup>th</sup>) –</b>	Kalidas Montessori School, Ujjain, M.P.	78%	2017
<b>Matriculation (10<sup>th</sup>) –</b>	Red Rose Convent School, Bhopal, M.P.	6.5 CGPA	2015

**Skills**

MS Office Accuracy, Strong Listening & Verbal Skill, Logical Aptitude, Problem Solving, Time Management, Fast-Typing, Team Work, MultiTasking, SAP S&D Module, AccSoft 2.0 ERP Software

**Personal Details****Date of Birth:** 05-Nov-1998**Language:** Hindi, English**Interest:** Cricket, Swimming**Address:** Mohan Colony, Tarana, Ujjain-456665, Madhya Pradesh**Declaration**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

**Date :****(Apoorv Sharma)**