

LEELADHAR SHARMA

C-33, 2nd Floor, Sector - 53
Noida, Uttar Pradesh - 201301
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OBJECTIVE

- ❖ Seeking a job for Finance & Accounts Manager role at organization where 9+ years finance & Accounts experience will be applied to produce financial reports related to Taxation, Budgets, Account Payables, Account Receivables, Audit, Balance Sheet, Profit & Loss Account, Revenue, Expenses etc., as well as to develop effective long-term business plans.

EXPERIENCES

M/s. MBS GROUP of Companies

- ❖ Worked as a Finance Manager since May 2017 to Nov 2019 in Noida.

M/s. DARYA SHIPMANAGEMENT PRIVATE LIMITED

- ❖ Worked as a Senior Executive Finance since May 2016 to April 2017 in Gurugram.

M/s. MBS GROUP of Companies

- ❖ Worked as a Senior Accountant & Finance Manager since April 2012 to May 2016 in Noida.

M/s. MIRZA INTERNATIONAL LIMITED

- ❖ Worked as an Accounts Assistant since Nov 2009 – Feb 2012 in New Delhi.

SKILLS

Taxation Experiences

❖ **Goods and Services Tax Returns & Challan**

Preparation of form GSTR-1, GSTR-2, GSTR-3, GSTR-3B, GSTR-9, and GSTR-9C as per GST law for states. Calculation & Deposition of GST on monthly basis. Reconciliation of GST accounts on monthly or quarterly basis. Reconciliation of GST-2A. Compiling details for GST audit and GST assessments.

❖ **Income Tax Return, E- Filing & Challan**

Preparation of return ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7, ITNS-280, ITNS-282, ITNS-283, ITNS-284, ITNS-285, as per income tax law. Calculation & Deposition of current tax, advance tax, self-assessment tax, deferred tax. Preparation of computation of income & income tax return. Reconciliation of TDS Certificates and Income form 26AS.

❖ **TDS Return & Challan**

Preparation of TDS return 24Q, 26Q, 27Q, 27EQ, 26QB, 26QC as per law. Calculation & Deposition of TDS. Issuance TDS Certificate Form 16, Form 16A. Reconciliation of TDS deposited & liability.

General Accounting Experiences

- ❖ Balance Sheet
Annexures - CAPITAL (Owner's Equity), Reserves & Surplus, Secured Loans, Unsecured Loans, Current Liabilities & Provisions, etc.
Annexures – Fixes Assets, Investments, Current Assets, Loans and Advances, Miscellaneous Expenditure etc.
- ❖ Profit & Loss Account, Trial Balance
Annexures – Revenue from operations, other incomes, direct expenses, indirect expenses, depreciation, tax expenses etc.
- ❖ Audit
Internal Audit - Accounts Payable, Accounts Receivable, Fixed Assets, Compliance, Insurance, Revenue, Expenses, Inventory etc.
- ❖ Payroll Processing
Computation of Salary, Overtime, Deductions, etc.
Computation of TDS, ESI, Provident fund.
Deposition of TDS, ESI, Provident Fund.
- ❖ Bank & Cash dealing
Payment processing of Vendors, miscellaneous expenses, running expenses, etc.
Payments processing of compliances – GST, Income Tax, TDS, etc.
Payment processing of payroll – Salary, ESI, PF, etc.
- ❖ Reconciliations
Bank reconciliations, Cash reconciliation.
Sundry Debtors & Sundry Creditors reconciliation.
Sale & Purchase reconciliation, Inventory reconciliation.
- ❖ Maintaining all accounts books i.e. Cash, Bank, Sale, Purchase, Inventory etc.
- ❖ Compilation of all the inputs received from Clients.
- ❖ Coordinating with team members.

Financial Markets Experiences

- ❖ Capital Market
Equity, Equity Derivatives, Currency, Commodity.
- ❖ Mutual Funds, Bonds, Corporate FDs, IPO.
Equity, ELSS, Index, Arbitrage. Debt, Bond, Gilt, Ultra Liquid, Cash.
Balance, Hybrid, MIP, Capital Protect. ETF, Gold ETF, FOF Overseas, FOF, FM.
- ❖ Portfolio Management Services.

Professional Software Skills

- ❖ Knowledge of Tally 7.2, Tally 9.0 & Tally ERP 9.
- ❖ Knowledge of Quick Book.
- ❖ Knowledge of Busy 3.5.
- ❖ Knowledge of Compu TDS.
- ❖ Knowledge of Visual Pay.
- ❖ Knowledge of Visual Udhog.
- ❖ Knowledge of Logic Enterprise & Logic Apparel.
- ❖ Knowledge of MS Office – Excel, Word & Power Point.

JOB PROFILE

- ❖ Manager (Accounts & Finance).
- ❖ Assistant Finance Manager.
- ❖ Senior Executive (Accounts & Finance).

QUALIFICATION & CERTIFICATION

Academic Qualification

- ❖ M. Com from Dr. Bhim Rao Ambedkar University from Mathura.
- ❖ B. Com from Dr. Bhim Rao Ambedkar University from Mathura.
- ❖ 12th Passed from UP Board.
- ❖ 10th Passed from UP Board.

Professional Qualification

- ❖ Certified Professional Computer Accountant (CPCA) from National Institute of Finance & Accounts (NIFA) from New Delhi.
- ❖ NISM Series VA from National Institute of Securities Markets.
- ❖ NISM Series VIII from National Institute of Securities Markets.
- ❖ Computer Operator & Programming Assistant (COPA) from UP Board.

STRENGTH

- ❖ Ability to work under pressure.
- ❖ Team work skills.
- ❖ Good decision making & problems solving skills.
- ❖ Flexible and Positive Attitude.
- ❖ Ability to adjust in changing situations.

PERSONAL DETAILS

- ❖ Father's Name : Sri Pooran Sharma
- ❖ Date of Birth : 4th January 1993
- ❖ Permanent Address : Village & Post - Kamai (Barsana),
Dist - Mathura, Uttar Pradesh - 281405
Mob. +91 95400 59022
- ❖ Sex : Male
- ❖ Marital Status : Single
- ❖ Nationality : Indian
- ❖ Language : Hindi / English
- ❖ Hobbies : Listening News & Reading Books

DECLARATION

- ❖ I hereby declare that all details given above is true to the best of my knowledge.

Date: ___/___/2020

Reference.....

Place: Noida

Signature.....