**SHIVANI SHARMA**

Contact no: +91-9212550686

+91-7838827101

E-Mail[: 2007.shivani@gmail.com](about:blank)

**SENIOR ACCOUNTING PROFESSIONAL: FINANCE & ACCOUNTS**

**PROFILE SUMMARY**

* 10 years of experience in Accounts, Finance, Tax, Audit, Accounting, Accounts Finalization, General Accounting, Accounts Payable,Accounts Receivables, Invoice Processing, Vendor Reconciliation, Vendor Payments, Invoice Verification, Vendor Master, GST.
* A keen analyst with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting.
* Hands-on experience in reviewing various Accounts Finalization, General Accounting, Accounts Payable, Invoice Processing, GST.
* Skilled in handling audit assignments; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits.

**AREAS OF EXPERTISE**

* Filling of monthly GST returns and processing of payment. Reconciliation of 3B vs 2A ,checking of compliances such as GST on advance , RCM etc.
* Service cost allocation of Head office to branches .
* Filling of GST annual return and doing reconciliation of sales with Balance sheet, checking the various accounts heads in order to ensure the applicability of GST , whereas required and ensure that all are taken into consideration while filling of GST return.
* GST TDS reconciliation.
* Checking of E-waybills .

Earlier responsible for

* Salary/wages preparation of branches giving due attention of ESI, PF & other deductions etc.
* Income Tax related matters calculation, deductions & follow-up if any.
* Looking for applicability of TDS deductions for making day-to-day transactions of these branches.
* Inter branch Accounting, Bank Reconciliation.
* Cash and Bank Page audit of above-mentioned branches.
* Adjustments of Debtors and Creditors through journal entries.
* Finalization of year-end Accounts.
* Calculation of GST of branches under my supervision also looking applicability of GST on expenses booked by branches as well.
* Computerized Accounting Management of my above-said branches of FACT Accounting Software and ERP-Microsoft Navision-2009 (Finance & Accounts module).

**EMPLOYMENT DETAILS**

Currently working at **Infres Methodex Pvt. Limited** as **Senior Accounts Assistant**

Jul 2009 to present (8 year(s) - 3 month(s)

**Key Result Area:**

Accountable for the:

* Currently I have been assigned the task of Filling of monthly GST returns of Pan India Branches and processing of payments. Apart from this I have been doing Reconciliation of 3B vs 2A on a monthly basis, ensuring compliance on the advances customer, RCM etc. from the viewpoint of GST.
* Preparation of data and raising of invoices of pan India branches in order to distribute the cost of services of corporate for support to branches.
* Assisting in filling of GST annual return and doing reconciliation of sales with Balance sheet, checking the various accounts heads in order to ensure the applicability of GST , whereas required and ensure that all are taken into consideration while filling of GST return.
* GST TDS reconciliation of pan India branches in order to take credit of the correct TDS .
* Checking of E-waybills of pan India and sending the report to the seniors of defaulting cases.

Earlier responsibilities:

* Maintenance of books of accounts of Bhopal, Indore, Ranchi, Patna and Bhubaneswar branch and after successfully managed by me, Ahmedabad, Baroda, Rajkot, Surat, Lucknow, Kanpur, Varanasi branches have been added currently.
* Managing of both accounts Receivables and payables of branches assigned to me.
* Salary/wages preparation of branches giving due attention of ESI, PF & other deductions etc.
* Income Tax related matters such as calculation, deductions of personals & follow-up if any.
* TDS deductions for making day-to-day transactions of these branches.
* Inter-branch Accounting, Monthly Bank Reconciliations.
* Debtors and vendor reconciliation, inter branch reconciliation of both debtors and vendors.
* Calculation of GST of branches under my supervision also looking applicability of GST on expenses booked by branches as well.
* Computerized Accounting Management of my above-said branches of FACT Accounting Software and ERP-Microsoft Navision-2009 (Finance & Accounts module).
* Filing of GST return of branches under my supervision.

Carrying out reconciliation of:

* Vendor Ledger & Customer Ledgers
* Cash and Bank Page audit of above-mentioned branches.
* Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met
* Reconciliation of various accounts payable/Receivable upon closure of the year & Preparation of various details.
* 3B Vs 2A and 3B Vs 8A.

**From July 2006 to June 2009**: Worked with Axis CAD Services Pvt. Ltd as Sr. Counsellor

Key Result Area:

I was responsible for Managing Front Desk for First half & Accounting Work in second half of the day where I was managing cash Transactions & accounting on Tally  My job responsibilities included Front Desk Management, Admission procedure, fee collection, batch planning, keep track on course materials & placing indents for the same, Administrative matters, preparation of monthly Training Report of the Institute to be sent to Chennai HO.  
 Accounts related functions viz. making cash vouchers, voucher entries on Tally, overtime calculations, Daily Cash Receipt Report, Salary preparation, Monthly Accounts Statement and Tally postings etc.

SPECIAL ACHIEVEMENT

* I was awarded a mid term review by the management for my contribution during accounts finalization in year 2017-18 as there was many hurdles to due implementation of GST.
* Recently I have been awarded A special reward of Rs. 10K for my contribution in finalization of GSTR-9 of year 2019-20.
* Special reward of Rs. 50k during Woking with Axis CAD SERVICES for contribution of my services.

**EDUCATION**

• **MBA:**. From Indira Gandhi National Open University (IGNOU) in 2010

• **B.Com (Hons.)**: From Delhi University - Other in 2005

* **Post Graduate** **Diploma** from IMT Ghaziabad

**PERSONAL DETAILS**

Marital Status: Married

Date of Birth: 13th September, 1985

Linguistics: English, Hindi,

Nationality: Indian

**SHIVANI SHARMA**