**PAWAN SHARMA**

H.No. 1893/32, Surat NagarPhase-2

Gurgaon (HR) 122006

**Mobile: -+91-7210678164**

**Email: -**[pawan.pawan.sharma757@gmail.com](mailto:pawan.pawan.sharma757@gmail.com)

**Career Objective: -**

* To be an integral part of the organization, this provides challenging and innovative work with wide growth opportunity.

**Academic Qualification: -**

* 12th passed from National Institute of Open Schooling in (2009).
* **BBA** passed from Sikkim Manipal University in (2012).

**Computer Skills: -**

* Ms. Office, Ms. Excel.
* Tally 9, Tally 9 ERP., Busy Win.

**Work Experience: -**

* I was worked in **Lal Pet Products Pvt. Ltd. Sec.14 IDC Gurgaon (HR)** as an **Account Executive** from July2012 to July 2016.
* I was worked in **Canes Venatici Apparels Ltd. Naraina Delhi** as an **Account Executive** from July 2016 to July 2017.
* Presently work in **Trumppetz Pvt. Ltd. Nirvana Country Sec.50 Gurgaon (HR)** as an **Account** Executive from June 2017 to till.

**Job Profile: -**

* Preparing sales invoice & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Handling day to day accounting & Petty cash.
* Bank reconciliation, dealing with queries, related thereto.
* Posting of voucher of sales, purchase, bank, JV etc.
* Timely deposit of cash & cheques.
* Preparing & verification of bills/invoices.
* Facilitates reporting of receivables.
* Reporting of payables.
* Preparing the cheques & vendors payment.
* Verification & accounting of vender bills/employees payments/statutory payments etc.
* Vendor reconciliation & Customer reconciliation.
* Preparing the salaries of employees on monthly basis.

**Personal profile: -**

Father’s Name : Shri. Amarjeet Sharma

* Date of Birth : 12/01/1989
* Marital status : Married
* Language : Hindi &English
* Nationality : Indian
* Current CTC : 2.16 Lacs

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**Date: - ………………….**

**Place: -………………… (PAWAN SHARMA)**