

# SARANG SHARMA

3 year of experience. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills.



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📍 Ghaziabad, India

## EDUCATION

### **POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)**

Institute of Management Technology (CDL)

2021 - 2023

### **BACHELOR'S OF COMMERCE MAHANAND MISSION HARIJAN (M.M.H)**

2014 - 2017

## WORK EXPERIENCE

### **P.V.A.R & Associates (CA firm)**

February 2021 - December 2021

*Responsibilities:*

- Exposure earned in Balance Sheet Finalization, Vouching, Tally ERP 9, Dynamics ERP
- Stock Verification & Auditing of some major companies like Central Electronics Limited, Galaxy Vega (Infrastructure) & Dynacon Pvt Ltd.
- Participated in team activities to communicate better with team members.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines

### **CM Food Products Pvt Ltd**

February 2022 - July 2022

*Responsibilities:*

- Responsibility with recording data using tally prime.
- Making good coordination with suppliers and dealers
- Generating invoices and E-Way bills using tally.

### **Shreeji Infraprojects Pvt Ltd**

July 2022 - June 2023

*Responsibilities:*

- Posting monthly journal entries compliance with GAAP, TDS & GST Rules.
- Performed monthly Bank reconciliation and General ledger Reconciliation and performed adjustments as needed.
- Handled all bank transactions, Maintained bank statement.
- Use MS excel to organize company data into detailed pivot table Produce profit and loss statements and other financial statements
- Prepared documents as required.
- Communicated with external parties to reconcile account related problems.

### **SS Quality Air Solutions**

October 2023 onwards

*Responsibilities:*

- Identifying potential customers and devising follow-up strategies.
- Activities like cold-calling and one-on-one meetings contribute to business growth.
- Understand market trends and customer behavior.
- Analyze data to make informed decisions.
- Understand sales principles, customer relationship management (CRM), and the sales process.
- General understanding of business operations, market dynamics, and industry trends.
- Proficient in Microsoft Office (Excel, PowerPoint, etc.) for data analysis and reporting.
- Identify opportunities for revenue growth and recommend strategies.
- Managing, analyzing, and reporting of organization's all financial activities.

## SKILLS

Tally prime

MS Word

MS Excel

Effective communication

Critical Thinking

Data management

BUSY accounting software

## TECHNICAL PROFICIENCY

- Account Reconciliation
- Make/Adjust Journal Entries
- Financial Statement Preparation.
- Create Creditor/Debtor Schedules.
- Bank Statement Reconciliation.
- Maintaining Cash Flow Statements.
- Analyzing, Recording & classifying all the Cash Transactions.
- Maintaining Company's Sale & Purchase Records
- Preparing Data for Filing of GST Returns

## MS EXCEL

- Good knowledge of Excel fundamentals.
- Familiar with Data validation, Pivot table.
- Knowledge of various charts and graphs in Excel.
- Familiar with conditional and Lookup functions.
- Good knowledge of shortcut functions for better efficiency

## COMMUNICATION SKILLS

- Excellent Communication & Organization Skills.
- Able to work in a High-Volume Environment.
- Languages Known - English & Hindi

## KNOWLEDGE OF ACCOUNTING AND BILLING SOFTWARE

- Tally ERP 9/prime (GST)
- Busy accounting software
- Dynamics ERP

## INTERESTS

Reading

Exploring ideas & knowledge

Virtual Gaming

Technical geek