

Hemant Kumar Sharma

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FINANCE & ACCOUNTS PROFESSIONAL

Seeking challenging middle-level assignments in Finance in a dynamic organization that will strategically utilize my existing skill sets while providing opportunities to amalgamate personal enrichment with professional goals.

EXECUTIVE PROFILE

- Competent and result-oriented professional with around 9 years of experience across accounting.
 - Functions, Administration, MIS, A/R & AP management. Currently spearheading Executive Accounts, Billing Operation & Dispatch with Ramakrishna Iron Works Private Limited, CST (fort), Mumbai.
 - Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, while simultaneously managing various functions from multiple sources.
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CAREER GLIMPSE:**Ramakrishna Iron Works Pvt Ltd, Thane, Mumbai**

Executive-Accounts, commercial & ImpoTrade finance Import • Since July 2015 to till date Job Description: -

- Record, Daily Audit and maintaining all entries in tally of day to day business transaction like sales, purchase, Payment, Receipt, and purchase order etc.
- Booking procurement related Payments like Freight & Transportation Charges, Loading & Unloading Expenses, Repairs & Maintenance Charges, Certifications & Inspection Charges etc.
- Generating E-invoices and challan in Tally ERP Prim on a day-to-day basis.
- Handling freight, loading & unloading, arrange vehicles bases on dispatch plan and Ensure 100% dispatch plan adherence
- Coordinate with Customer and Vendor & Customers for Bills and documentation
- Preparing & Distribution of wages and handling admin and Housekeeping.
- Coordinate and manage all aspects of import processes, including customs clearance, documentation, and transportation logistics.
- Day to day monitoring of Import LC/SBLC Operations, Bank Guarantees
- Processing and monitoring of Non-LC Import Transactions i.e. Advance Payment, Direct Import Payments
- EDPMS and IDPMS Tracking and closer

Express Roadways Pvt Ltd, Vashi, Navi Mumbai.**• Accounts Officer • July 2010 to May 2015**

Job Description: -

- Handling cash up to Rs. 500000/-per day for Vehicle Advance and the balance payment.
- Making Cash payment Vouchers, Bank Payment Vouchers & JV.
- Collection of Vendor bills for Sending to HO for cheque payments on a monthly basis.
- Preparation of monthly Site budget and Compare with Actuals for Fund management.
- Sending Lorry Hire statements to DGM Finance on a Fortnightly and Monthly Basis.
- Looking for Vehicle Insurance for Four-Wheeler & Two Wheelers. Follow-up for Premium dates.
- Checking of Vehicle Vendor bills for Sending to HO.

Megha Parcel Service, Vapi-Gujrat.**• Accounts Assistance • September 2006 to June 2010**

Job Description: -

- Preparation of Lorry Hire Statement.
- Making entries of Vendor Bills for the payment process.
- Daily Reporting to CFO for the day's work and preparation of MIS Regarding Employee Impress.
- MIS Related to Warehouse Report on Monthly Basis.
- Making accounting entries of expense provisions.
- Reconciliation & follow-up of Vendor Accounts.
- Preparation of provision of Gratuity and Leave Encashment.
- Handling the overall responsibility of Accounts, Administration.

ACADEMIA

- B.com 2008 from Mumbai University.
- Senior Secondary (12th) 2004, Govt. Sec. School, Rajasthan.

SOFTWARE PROFICIENCY

- Tally Prime ERP
- SAP HANA FIFO
- MS Office
- GSTR-1, GSTR-3B, TDS,
- E-Invoicing,

PERSONAL INFORMATION

- **Date of Birth:** 09.04.1985
- **Father:** Shri Ramniwas Sharma
- **Status:** Married
- **Permanent Address:** MDH School, Chhoti Khatu, Rajasthan.
- **District:** Nagour, Rajasthan-341302
- **Temporary Address:** Regency Servam, Building no.26, Flat No.403, Station Road, Titwala-421605
- **Passport No.** K239204

