

SHAWETA SHARMA

Neelpur, Rajpura(Patiala)

7006462179 – shawetasharma880@gmail.com

PROFESSIONAL SUMMARY

Highly organized Accounting Professional with a record of success helping clients balance books and find discrepancies. Skilled in reconciling accounts and lowering costs. Naturally curious and committed to gaining and applying new expertise.

SKILLS

- GST Portal Handling
- Retail Transactions Processing
- Credit and Cash Transactions
- Strong Communication and Interpersonal Skills
- Handling Busy, Tally Software
- ITR Filling & TDS Portal Handling
- Advanced bookkeeping skills
- Data trending knowledge
- Calculating liabilities
- Account reconciliation processes
- Hyperion Financial Management specialist

COURSES CERTIFICATION

- JAVA TECHNOLOGY
- TALLY, BUSY COURSE

PROFESSIONAL EXPERIENCE

12/2023 to 01/2020

Kay Ess Advertising Agency (As A Senior Accountant, Manager)

- Assisted controller with month-end journal entries and 6 reconciliations, including statements, invoices, and general ledger accounts ·
- Ensured accurate data entry of accounts payable and timely processing of accounts payable checks, reducing errors.
- Owned all daily cash receipts processing and reconciliation with 100% accuracy ·
- Managing employees, performance management, Decision making,
- Recorded transactions in QuickBooks, and mailed invoices to customers 2 times per month.
- Communicated with external parties to reconcile account problems.
- Training of new employees on various duties

11/2019 to 11/2018

Brite Neon Pvt Ltd As A Junior Accountant

- Analyzed balance sheet accounts, ensuring 100% accuracy on assets and liabilities
- Tracked loan payments for storefront, delivery vehicles, and equipment, ensuring no late or missed payments
- Processed transactions in QuickBooks, and mailed invoices to companies 2 times per month
- Maintained company general ledger and account reconciliations every month.

10/2018 to 02/2017

Sita Enterprises

As A Junior Accountant

- In-charge of accounts payable department.
- Preparing monthly journal reports on company expenses.
- Examining and supervising cash reconciliation department.
- In-charge of cash disbursement and filing of cash payable data.
- Authorizing the release of cash to clients.
- Preparing monthly billing reports for presentation during board meetings..
- Maintaining accounts, databases and daily billings in order and up to date.
- Ensuring incoming revenues are handled in a timely manner.
- Working closely with other junior accountants to ensure that duties run smoothly

EDUCATION

2022

MBA: Masters in Human Resource

Guru Nanak Dev University, Amritsar

2017

Bachelor of Computer Applications

Jammu University (M.A.M College)

Personal Profile

Name	SHAWETA SHARMA
Date Of Birth	07.01.1995
Father's Name	Sh. KULBEER SHARMA
Permanent Address	Neelpur, Rajpura(Patiala)
E-mail	Shawetasharma880@gmail.com
Sex	Female
Marital Status	Married
Nationality	Indian
Domicile	Jammu & Kashmir
Languages (KNOWN,SPOKEN ,READ & WRITTEN)	English ,Hindi ,Punjabi & Dogri
Hobbies	Traveling, listening Music's etc.