

VISHWAS SHARMA

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71/328, Pratap Nagar, Sanganer, Jaipur(Raj)



PROFESSIONAL EXPERIENCE

Genpact India Pvt. Ltd.
as a Process Developer

Jul-21 to Currently working

RK Pareek & Co.

Nov-18 to April-21

Accountant In MyTeam11 Fantasy Sports Pvt. Ltd.

- Worked with clients in providing the necessary documents for the tax agencies when required.
- Maintained and updated client database.
- Prepared GST 3B, GST R1 find mismatch in thus reports and resolve Problems.
- Filing the GST 3B, GST R1 Monthly and quarterly.
- Work on making GST registration and update all information in GST portal.
- Prepare weekly monthly payroll journal entries
- Maintain all accounting Voucher, Payment, Receipt, Contra, Journal, Sale, Purchase etc.
- Performed month-end activities such as recording journal entries, bank reconciliation, cash management and accounts analysis.
- Reconciliation of Accounts Payable and Accounts Receivable.
- Preparation of details of TDS as section.
- Maintain bookkeeping as per income and expense.
- Prepared invoice as per running Microsoft license.
- Prepared pro data Calculation as per Microsoft.
- Preparation of various reports for the management as required on monthly/yearly basis.

BML Gems & Jewelry
Accountant

Jan-2015 To Oct 2018

- Performed month-end activities such as recording journal entries, bank reconciliation and account analysis.
- Responsible for conducting in-depth reviews of clients' financial circumstances and future goals.
- Perform other work related duties as assigned by the management level.
- Preparation of various reports for the management as required on monthly/yearly basis.
- Follow-up with vendors for good and follow with clients for payments.
- Monitoring funds position in the bank and providing timely updates to the management for planning for any expenditures
- Make Repots like Accounts payable, Accounts receivable with aging wise, sale report with pivot table.
- Managing day-to-day accounting operations including maintaining income, expenses, revenue & expense analysis on a monthly basis
- To help Compiling liabilities with reference to TDS.
- Consolidating various reports like Debtors Report, Creditors Report, Monthly income Report, submitting to management for higher officials.
- Processing of all kind of entry, reconciliation book and bank.
- Management transportation tracking goods different transport.

ACADEMIC CREDENTIALS

Year	Qualification	University
2012	Bachelor of Commerce Degree (BCOM)	University of Rajasthan Jaipur
2009	Senior Secondary	R.B.S.E, Ajmer
2007	Secondary	R.B.S.E, Ajmer

IT SKILLS

MS office : MS Word, Excel (Pivot Table, Vlook-up)
Accounting Software: Tally ERP 9, Quick book

PERSONAL DETAILS

Date of Birth : 08th Jul 1992
Languages : English, Hindi
Marital status : **Un**married
Permanent Address : 71/328, Pratap Nagar, Sanganer
Jaipur, Raj

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