

RESUME

A.K. SHARMA

E-mail:anilkumar117219@gmail.com

Mobile:08866430991

**B-103, Mahavir Vihar,
Mahavir Nagar, N.H. No.8
Vapi, Dist.Valsad Gujarat.
Pincode-396195**

Career Objective

To obtain a challenging position in a dynamic organization and be an integral part of growth oriented company. To utilize my analytical skills in Accounts, Finance, Commercial & Factory Administration in your company.

Educational Qualifications:-

NAME OF EXAM.	BOARD/UNIVERSITY	YEAR OF PASSING	% OF MARKS
1. HIGH SCHOOL	U.P. Board, Allahabad	1980	53.40%
2.INTERMEDIATE	U.P. Board, Allahabad	1982	60.20%
3. B.COM.	Rajasthan University, Jaipur	1984	56.50%
4. M.Com. (ABST)	Rajasthan University, Jaipur	1986	56.67%
5. C.A. Inter I	Institute of Chartered Accountants of India, Articleship Completed in M/s M. L. Bhuwania & Co., Chartered Accountants, Mumbai.	Nov-1987	58.75%

Computer Skills:- Knowledge of MS OFFICE, MS Word, Excel, SAP, ERP (Axcepta) 2009, Tally.

Extra Curriculum:- N.C.C. Passed Certificate "B" Examination Feb- 1982.

WORK EXPERIENCE:-

I. COMMERCIAL:-

- All activities and formalities related to GST including timely invoice authorisation as per despatch plan.
- CGST/IGST/UGST claim verification.
- Monitoring of CGST/IGST/UGST Balance and ensuring timely payment.
- Verification of CGST/IGST/UGST returns and attending matters up to Commissioner/CGSTAT against SCN and obtained Refund from GST Authorities based on Provisional Assessment.
- Coordination with CGST/IGST/UGST Authorities for Internal Audit & CGSTRA Audit.

II. ACCOUNTS:-

- Finalisation of Balance Sheet, Profit & Loss Account, Cash Flow & Fund Flow Statements.
- Compliance of Statutory Audit & Tax Audit requirements.
- Verification of Income-tax, GST Returns and attending matters up to Assessment Stage.
- Finalisation of Budget collecting data from various departments and presenting consolidated Budget in required format to management.
- Controlling Actual expenditure V/s Budget Releasing monthly statements to various departments, highlighting actual expenditure V/s. Budget, reviewing and taking corrective actions
- Verification of Cash Book, Bank Book, Party's Payment, Bank Reconciliation, Advance Register and Works Ledger party wise.
- Correct Invoice Verification of RMPC and documents, verification of Payment Vouchers including RTGS/NEFT Fund Transfer.
- TDS Compliance and Payroll activity.

III. PERSONNEL & ADMINISTRATION:-

- i) Responsible for Security function, Transport services, Canteen services.
- ii) All statutory payments and returns on time i.e. PF, ESIC, Profession Tax, etc .
- iii) To maintain cordial relation between staff and workers.
- iv) To obtain and resolve the grievances of the individual worker/staff.
- v) To be responsible for the time keeping, leave, wages/salary administration.
- vi) Liaison with the Insurance agency & Government agency

JOB HISTORY :-

Sr. No.	Company 's Name	Company's Profile	Position held	Period worked	Job Responsibility	Achievements
1	M/s Shubhalakshmi Polyesters Limited- Silly, Silvassa	Leading Mfg. of Polyesters Chips & Yarns - Employed around 3650 Direct Manpower - Annual Turnover 2900 Crores	AGM- Commercial	Oct 2017 to June 2020	Handled Plant Accounts, Stock verification, Co-ordination with Statutory & Internal Auditors,,MIS Reports, Project work,	Controlled High Value of Expenses, Manpower Control & streamlined Pending Insurance Claims, MIS.
2	M/s Neosym Industries Limited- Pune	Leading Mfg. of Automobiles Components having Casting Plant & Machining - Employed around 550 Direct Manpower- Annual Turnover 270 Crores	AGM- Accounts	July 2014 to Sept. 2017	Handled Plant Accounts, Stock verification, Co-ordination with Statutory & Internal Auditors,,MIS Reports,	Controlled High Value of Expenses, Manpower Control.
3	M/s Bagalkot Cement & Industries Limited - Bagalkot - Karnataka	Leading Mfg. of OPC,PPC & PSC Cement - Employed around 115 Direct Manpower - Annual Turnover 160 Crores	AGM- Commercial	July 2010 to June 2014	Handled Plant Accounts,Stores , Local Purchase,Sales Tax Assessment,Excise, Stock verification,Co-ordination with Statutory & Internal Auditors,,MIS Reports,	Successfully Completed Pending Sales Tax Assessm ent & Excise matters at Tribunal, Developed MIS Reports and ERP -AXCEPTA Implemented.

4	M/s Time Technoplast Limited – Bangalore	Leading Mfg. of HDPE Drums,IBC Containers-Packaging Materials/Plastic Furnitures, LPG Cylinders, Automobiles components - Employed around 3200 Direct Manpower-Annual Turnover 1100 Crores	Manager-Commercial	August 2003 to June 2010	Handled Plant Accounts,Stores , Local Purchase,Sales Tax Assessment,Excise, Stock verification,Co-ordination with Statutory & Internal Auditors,,MIS Reports, ISO Certification	Successfully Completed Pending Sales Tax Assessment & Excise matters at Tribunal, Developed MIS Reports and SAP Implemented
5	M/s Standard Oil Additives Limited,Bangalore, JV by DIL Ltd., & M/s Fermenta Biotech Ltd.,Thane	Leading Mfg. of Lubricants Oil & Bulk Intermediate Pharma Plant of Vitamen D-3 Chemicals - Employed around 250 Direct Manpower-Annual Turnover 200 Crores	Manager-Commercial	January 2000 to July 2003	Handled Plant Accounts,Sales Tax Assessment,Excise, Stock verification,Co-ordination with Statutory & Internal Auditors,Balance Sheet Finalizations & Tax Audit,MIS Reports	Management Representative for Joint Venture company at Bangalore, after expiry of JV subsequently transferred to DUPHAR- Thane Plant for Stores & Excise In Charge.
6	M/s Modison Metals Limited-Vapi-Gujarat	Leading Mfg. of Electricals Contacts used for High Tension & Low Tension Switchgear Industry - Employed around 150 Direct Manpower - Annual Turnover 100 Crores	Manager-Accounts	April 1993 to Dec.1999	Handled Plant Accounts,Stores ,Local Purchase,Sales Tax Assessment,Excise, Stock verification,Co-ordination with Statutory & Internal Auditors,Balance Sheet Finalizations & Tax Audit,MIS Reports	Successfully completed backward listing of Company at BSE under Guidance of CMD, Company Secretary & Team Members

7	M/s Varun Polymol Organics Limited- Mumbai	Leading Mfg. of Pesticides - Product marketed by Zuari Agro Chemicals Limited- Employed around 90 Direct Manpower - Annual Turnover 100 Crores	Officer- Accounts	April 1988 to March 1993	Handled H.O. & Plant Accounts, Sales Tax Assessment, Excise, Branch Stock verification, Coordination with Statutory & Internal Auditors, Balance Sheet Filisation & Tax Audit	Successfully completed IPO & Right Issue through SBI Capital Market under Guidance of CMD & Company Secretary
	AREA OF SPECIALIZATION	Taxation, Accounts, Handling ERP, Communication, Factory Operational Management		Practical Experience - 32 Years		

Personal Profile:-

Name	A. K. Sharma
Date of Birth	17.09.1966
Father Name	Shri H. P. Sharma
Nationality	Indian
Languages Known	English, Hindi, Marwadi.
Marital Status	Married
Passport Valid	Yes

Last CTC :- Rs. 10,00,000/- Per annum

Salary Expected :- As per Company's Policy

Declaration:- I hereby declare that all the information furnished above is true as per my knowledge and belief.

A. K. Sharma