**CURRICULUM VITAE**

**PANKAJ SHARMA**

**Email :** [**pankaj719@gmail.com**](mailto:pankaj719@gmail.com)

**M.No.: +91-9870728626**

**M.No.: +91-9456618444**

**\*\*\*\*Personal Detailes :**

**Date of Birth** : April 12, 1979

**Father’s Name** : Sh. Jagvir Sharma

**Permanent Address** : Village Rampur, Post Kasimpur

House, Disstt. Aligarh, PIN Code : 202127

**Marital Status**  : Married

**Language Known** : English & Hindi

**\*\*\*\*EDUCATION:**

* M.COM (MASTER OF COMMERCE) 2004

Agra University

* B.COM (BACHELOR OF COMMERCE 2002

Agra University

**\*\*\*\*** **COMPUTER SKILL:**

* M.S. Office (M.S. Word, M.S. Excel, Power Point)
* Tally ERP 9 , FAS, ORICAL, BUSY (ACCOUNT PACKAGE)
* VISUAL EXPORT EMS (Export Package)
* RES EXPORT (Export Package)

**\*\*\*\*Work experience :**

**Accountant and Coordinator for Domestic dispatch:** **M/s**.**M.R.Overseas Private Limited**,**(DELHI)** since August, 2004 to March 2011

**M.R.OVERSEAS PVT. LTD.** Isone of the biggest Basmati Rice manufacturer/Millers and Exporter.

**\*\*\*\*Job Profile :**

* Monthly TDS Details Submit to Bank
* Monthly Sale Tax Return for Sale Tax Advocate
* Reconciliation of Debtors & Creditors
* Monthly Bank Stock Statement
* Update of Sale & Purchase
* Coordination with domestic transporters
* Maintain sale of Rice/Rice Bran(Rice Polish) & Husk records
* **Complete Export Documents**

**\*\*\*\*Achievements:**

After spending more than 7 years in Rice industry and exports as well now can Independently Manage job responsibilities through my experience?

**\*\*\*\*Accountant:**

**M/s. A.L.OVERSEAS (DELHI)** (Basmati Rice manufacturer/Millers)

since April 2011 to March 2012

**\*\*\*\*Job Profile** :

* Monthly TDS Details Submit to Bank
* Monthly Sale Tax Return for Sale Tax Advocate
* Update Sale & Purchase
* Reconciliation of Debtors & Creditors
* Monthly Bank Stock Statement

**\*\*\*\*Accountant:**

**M/s.** **SRI GURU GORAKHNATH RICE MIL(DADRI )- (UP) (**Basmati Rice manufacturer/Millers) **(** since April 2012 to March 2013.

**Job Profile:**

* Monthly TDS Details Submit to Bank
* Monthly Sale Tax Return for Sale Tax Advocate
* Update Sale & Purchase
* Reconciliation of Debtors & Creditors
* Monthly Bank Stock Statement

**\*\*\*\*Accountant:** **M/s. R.K.PRODUCTS (ALIGARH)-(UP)** Brass / Iron & Aluminum Builders Hardware ( Manufacturer and Exporter **)**

since April 2013 to JUNE 2015

**\*\*\*\*Job Profile:**

* Monthly TDS Details Submit to Bank
* Monthly Sale Tax Return for Sale Tax Advocate
* Update Sale & Purchase
* Reconciliation of Debtors & Creditors
* Monthly Bank Stock Statement
* **Complete Export Documents**

**\*\*\*\*Accountant:** **M/s. RCS ROLLER FLOUR MILLS LTD. (ALIGARH)-(UP)**

since JULY 2015 to TILL DATE

* Monthly GST Return for Submit GST (CA)Advocate
* Update Sale & Purchase
* Reconciliation of Debtors & Creditors
* Monthly Bank Reconciliation
* Petrol Pump All Accounting

**\*\*\*\*Career Objective**:

To establish myself in Agricultural products Exports industries through hard work and team spirit.

**Place :**

**Date : (Pankaj Sharma)**