

# SHARAD KUMAR

## Accounts Executive

8875822878 

23ksharadmishraa@gmail.com 

Dwarka Mor, Delhi 

## About Me

Growth-minded Senior Account Executive with 5+ years of experience supporting exponential growth of business accounts varying in size and value. Data-driven professional in account lead generation with eye for strategic account prospecting and advantageous collaboration. Organized team leader with clear objectives and motivational techniques. Successful at keeping accounts current and accurate for compliant financial recordkeeping. Well-organized, diligent and focused professional. Proven track record of developing accurate spreadsheets and delivering organized reports. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. Expertise in financial data entry and record-keeping.

## Education

2010-2013	<b>B. Com (Hons.)</b>
65%	BRABU Muzaffarpur
2009-2010	<b>Grade 12</b>
60%	L N T College Muzaffarpur
2007-2008	<b>Grade 10</b>
65%	Zila School Muzaffarpur

## Skills

- Export Documentation
- Bank Guarantee
- Advance Excel (V-lookup, PIVOT, INDIRECT, TRIM, MATCH, MACRO, and other formulas as per requirement)
- Accounting in Tally Erp9 & prime.
- MIS (Management Information System)
- GST Filing ((Gstr1, Gstr3b & Gstr9 Return preparation, filling and all types reconciliation)
- TDS Filing (24Q & 26Q Return preparation, filling and all types reconciliation)
- Deep knowledge in the reconciliation of input tax credit reconciliation (GSTR2A/2B vs Book).

## Languages

- English
- Hindi

## Work Experience

Oct 2020 to  
Sept 2022

### Account Executive | Eye7 Hospitals & Chaudhary Eye Center

- Provided journal entries and performed accounting on accrual basis in ERP and manual journal entries of IOL Vendors, Pharmacy and Optical.
- Maintained integrity of general ledger and chart of accounts.
- Prepared monthly, Quarterly and annual report as per management (MIS).
- Conducted internal audit of IOL, Optical and Pharmacy.
- Maintained daily tracker for employee reimbursements and claims.
- Resolved employee queries related to their claim and reimbursements.
- Reconciliation of input tax credit. (Gstr2a/2b vs Book) and 26AS from book.
- Made RTGS & NEFT transfers, and salary transfers.
- Calculated and deposited GST, TDS, Advance Tax and assistance for filling TDS/TCS returns.
- Maintained Bank reconciliation statement (BRS), Vendor reconciliation and payment.
- Worked on preparing cash flow statements and perform advance tax calculations.
- Prepared and filed Gstr1, Gstr3B, Gstr9, TDS 24Q and 26Q.
- Gained knowledge of e-invoicing and preparation of Balance Sheet and Profit and Loss A/c.

April 2019 to  
June 2020

### Account Executive | Borar & Company CA Firm

- Tracked financial progress by creating quarterly and yearly balance sheets.
- Organized budget documentation and tracked expenses to maintain tight business controls.
- Performed GST Audit and reconciliation of SHR Life Style Private Limited.
- Worked on Input Tax Credit reconciliation with our book and Gstr2a with help of excel formula like Pivot, V-lookup etc.
- Assessed data and information to verify entry, calculation and billing code accuracy.
- Prepared ITR-1 and GST (Gstr1 and Gstr3B) & TDS (24Q and 26Q) return preparation and filling.
- Maintained Data reporting in tally Erp9, prepared bank reconciliation statement (BRS) and E-way bill generate and process.
- Working on export documentation, creditors payment making and reconciliation.

April 2017 to  
March 2019

### Audit & Account Assistant | Anand Seth & Associates CA Firm

- Reported financial data and updated financial records in ledgers and journals using Tally ERP 9.
- Performed concurrent Audit of ICICI Bank Green-Park, New Delhi.
- Directed gathering of required documentation and files for account audits and completed reviews.
- Executed Statutory Audit of Gold fame Private Limited and Incentive Audit of Harvinder Singh Seth Private Limited.
- Performed GST Audit and reconciliation of Bikanerwala, Clair Electronics Private Limited, and Bikano Private Limited.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Well-versed with preparation of need based MIS Reports in Excel and knowledge of invoicing and inventory on tally.

## Hobbies

- Riding Bicycle
- Listening Music
- Playing Outdoor games
- Networking