

# Asha Kanta Sharma

Mobile: +91-98642-72826, E-Mail: ashakantasharma@yahoo.com & ashakantasharma@gmail.com

## CAREER PROFILE

9 Years of experience in various aspects of accounting management, financial reporting, internal and external auditing procedures and various statutory compliances.

## CORE COMPETENCIES

More than 9 years of experience in Accounting, Finance, Taxation (Direct & Indirect Taxation), Bank Transactions and Reconciliation, Customer & Vendor Management, Accounting Controls and Systems, Auditing, Financial and Statutory Compliance & Reporting, Preparation of Financial Statements & Reports.

## ORGANISATIONAL EXPERIENCES

From 1<sup>st</sup> May 2014 till date

### BEST IT WORLD (INDIA) PRIVATE LIMITED

Reference: - Mr. Parakash Agarwal, Branch Manager, +91-94018-87818 & Mr. Sorvesh Parakash, +91-94350-14902

Designation: Branch Accounts Manager, Guwahati Branch, reporting to Branch Manager & Statutory Auditors.

Experience Snapshots:-

- Daily Management of Accounts Receivables, Accounts Payables, Banking Operations, Credit Notes, Debit Notes, New Customer & Vendor Creation, Customer & Vendor Master Updating, Inventory Management, Handling & Coordination with Sales/Logistics Department for Issuance of Way Bills for dispatches, Timely & Periodical Renewability of Customer, Vendor & Statutory Licenses/ Agreements/MOU.
- Preparing Monthly Provisional Income Statements, Provision Statement for Expenses & Claims, Handling & Resourceful in Yearly Preparation of Financial & Income Statements and related annexures.
- Operating SAP-FI Module for all the booking of all Branch Direct & Indirect Expenses with Division wise, Branch wise, Cost Centre wise, Checking all data, maintaining and scrutinizing statutory books of accounts i.e. journal, ledger, Cash / Bank book and subsidiary books in compliance with time & accuracy norms / regulations.
- Preparing & carrying out Annual VAT & CST Assessments, Filing of Annual Return of Turnover for VAT and CST & Interacting and liaising with tax authorities and obtaining updates on tax rules & regulations.

From 1<sup>st</sup> October 2012 to 30<sup>th</sup> April 2014

### NUETECH SOLAR SYSTEMS PRIVATE LIMITED

Reference: - Mr. Venkatesh Hegde, Branch Manager, Mobile +91-94492-45250, E-Mail: venki.onihedge@gmail.com

Designation: Branch Accounts Manager, Guwahati Branch, reporting to CEO, RM & Statutory Auditors

Experience Snapshots:-

- Daily Management of Accounts Receivables, Accounts Payables, Banking Operations, Credit Notes, Debit Notes, New Customer & Vendor Creation, Customer & Vendor Master Updating, Inventory Management, Handling & Coordination with Sales/Logistics Department for Issuance of Way Bills for dispatches, Timely & Periodical Renewability of Customer, Vendor & Statutory Licenses/ Agreements/MOU.
- Preparing Monthly Provisional Income Statements, Provision Statement for Expenses & Claims, Handling & Resourceful in Yearly Preparation of Financial & Income Statements and related annexures.
- Operating Tally ERP for all the booking of all Branch Direct & Indirect Expenses with Division wise, Branch wise, Cost Centre wise, Checking Data, maintaining and scrutinizing statutory books of accounts i.e. journal, ledger, Cash / Bank book and subsidiary books in compliance with time & accuracy norms / regulations.
- Handled activities related to various subsidies in North East with **District Industries and Commerce Centre**.
- Handled VAT, CST, Professional Tax for Employees & Company, looked after computation of taxes, maintained related statutory records viz. cenvat invoices / registers, filing periodic returns, carrying out reconciliations with financials and ensuring compliances with various Statutory Acts, Reconciliation of TDS Receivable accounts and follows up with customer for TDS certificates, Ensured periodic reconciliations and collections of C' forms, F'Forms and issuance of various statutory forms i.e. **Road Permit, Tax Clearance Certificate, Delivery Notes, and F'Forms**,

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Interacted and liaised with tax authorities and obtaining updates on tax rules & regulations. Managed tax audits, furnished replies of audit objections/show cause notices and doing correspondences.

**From 1<sup>st</sup> May 2011 to 30<sup>th</sup> Sept 2012**

**M/S. GLOBAL ASSOCIATES**

**Reference (Partners) : - Rakesh Mantri, Mobile +91-94350-41478, Pankaj Agarwal, Mobile +91-94350-41475**

**Designation: Executive – Accounts & Finance**

**Experience Snapshots:-**

- Processing of Vendor invoices and employee expense reimbursements, employee travel advances, Dealer Commissions, Cash Discount & Turnover Scheme Discount and other payables etc.
- Internal & External Audit of accounts including Vat Audit and Tax Audit, Ensuring timely compliance for Professional Tax, VAT/CST Returns as per the mandatory enactments and issuing various statutory forms, Ensured periodic reconciliations and collections of C' forms and issuance of various statutory forms i.e. C'Form, Road Permit, Tax Clearance Certificate, Delivery Challan, E-1 Forms, and F'Forms, Looking after & monthly reconciled of Bank Accounts, Accounts Receivable and Accounts Payable.

**From 1<sup>st</sup> May 2010' to 30<sup>th</sup> April 2011**

**CA. SUDHIR SARAWGI & COMPANY, Chartered Accountants.**

**Reference: - CA Sudhir Sarawgi, Mobile No. +91-94350-44517**

**Designation: - Accounts Executive (Finance & Accounts)**

**Experience Snapshots:-**

- Monthly statutory compliance with payments and returns with VAT, CST, TDS, Service Tax.
- Handled Group Audit, Internal Audit, Tax Audit, Bank Audit, Stock Audit and Statutory Audit.
- Provided assistance in VAT and CST Registration for various clients.
- Reconciliation & collections of C' forms and issuance of various statutory forms i.e. C'Form, Road Permit, Tax Clearance Certificate, Delivery Challan, E-1 Forms etc.
- Prepared Balance Sheet, Trading and Profit & Loss Account, Income Tax Returns of Individual, Hindu Undivided Family, Partnership Firm & Various Proprietorship concern, Petrol Pumps, and Wine Shops etc.

## **PERSONAL TRAITS & STRENGTHS**

- An Introvert, Honest, Active listener, Independent thinker, Proactive, Adaptable, Positive and organized professional with extensive experience in accounting systems.

## **ACADEMIC CREDENTIALS**

- Passed B. Com (Honors in **Accountancy**) from **K. C. Das Commerce College** in **2010** with **60% (First Class)**
- Passed H. S. from **K. C. Das Commerce College** in **2007** with **56.40%**
- Passed H.S.L.C from **Natun Fatashil Town High School** in 2005 with **64.50%**

## **TECHNICAL SKILLS**

- Conversant in Online/Offline ERP Packages i.e. **SAP ERP (IB, FICO, SD & MM Module), Tally ERP9, Microsoft Excel, & Microsoft Word.**