

# Rajesh Sharma

## Accountant



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### Objective

I have 18 to 20 years of Tally Account experience. I am here on my own /on a freelancer visa searching for accounting work I handle all accounts entries like sales and purchases with inventory maintain all shop and warehouse stock with tally software, receipt, payment, credit notes, debit notes, and journal entries, and can prepare P&L and Balance sheets and can prepare Item wise profit and loss and moving and nonmoving item list and due debtors or outstanding list with days wise. I handle excel very well. I worked earlier as a Junior Accountant, Assistant Accountant, Accounts payable, Account receivable.

### Personal Details

Date of Birth : 03/01/1970

Nationality : India

Passport Validity : 14/12/2032

Language Known : English, Hindi & Sindhi

Visa Status : Employment Visa

Residence : Bur Dubai al Fahidi street

### Education

- Graduated in Commerce from P.M.B. Gujrati Commerce College Indore M.P. India. (Affiliated with Devi Ahilya University)

### Skills

- Tally ERP, Account Payable (A.P)
- Account Receivable (A R)
- Inventory accounting
- Taxation
- Financial Reporting
- Bank Reconciliation
- Microsoft Excel
- Microsoft Word,

### Professional Experience

**Exxon Pharma Nigeria LTD** - Africa (April 2019 to Sep 2022)

Role: Accountant (Tally prime )

**M. Kantilal & Co** - India ( Nov 2016 to April 2019)

Role: Accountant (Tally Erp)

**Soft Enterprises** - India I May 2009 to Nov 2016

Role: Accountant (Tally )

**Euro Moda Textile-** (Romania Aug 2008 to 2009) Role Accountant

**Indore Goods Transport** - India (Jan 2001 to Aug 2008)

Role: Assistant Accountant (Tally )

Responsibilities:

Maintaining the books of accounts (Tally prime )

Like Sales, Purchases, debit credit notes, payment, receipts, journal Debtors report aging wise, Account payable, Account receivable, Bank Reconciliation, Making P&L, Balance sheet, and Vat Report in excel

Item-wise entries & preparation of stock inventory reports like item-wise profit, moving nonmoving item list.