

VIKAS KUMAR SHARMA

Address - VPO- Mehari, Churu Rajasthan, 331403

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CAREER OBJECTIVE

To join a forward-thinking organization where I can leverage my skills and enthusiasm to contribute effectively. I am committed to continuous learning and growth, and I aim to become a valuable asset by adding value to the team and supporting the company's dynamic goals

WORK EXPERIENCE

Senior Executive (Audit&Accounts) at Sugam Parivahan Pvt.Ltd, Noida (HeadOffice)
(From -03Nov.2016 till now) **7 Year Plus**

Job Responsibilities. From 2016 to 2019

Responsibilities of North Region (40+) branches for

- Verify daily cash statements.
- Checking of bills and vouchers of all branch Vendor.
- Monthly Trade Receivable Ageing
- Monthly Tds Reconciliation.
- Monthly Gst Data Reconciliation
- Prepared bank reconciliation, Cancel cheque report,
- Prepare quarterly expenses overhead report.
- Prepare monthly IOCL & BPCL Reconciliation.
- Prepare half yearly Staff advance & Staff Impressments Reco.
- Journalized expenses in the books of accounts & Scrutiny of sundry debtor Ledger.
- Arranging finance as per the business requirements to the internal sources.
- Monitoring Lorry hire challan's Rate & verify them.

Job Responsibilities. From 2019 to till now

- Led daily and internal audits of branches to ensure compliance with company policies and regulatory standards.
- Analyzed trial balances, and reconciled ledger entries to ensure financial and stock accuracy.
- Long route/Local Challan verification.
- Branch/Hub Physical Assets/Stock Verification.
- Branch Billed/Unbilled GR scrutiny.
- Resolved branch account and operations queries, enhancing communication and problem-solving efficiency.
- Managed branch expenses within budgetary limits, preventing over-expenditure.
- Optimized financial operations through cash flow and collections monitoring.

- Oversaw client accounts, managed overdue payments, and implemented strategies to mitigate bad debts.
- freight, expenses, cash, and bank transactions Ledger Scrutiny and maintain accuracy and transparency.

Assistant Branch Manager at Shiv Sakhati Cargo (15 Jan 2014 to 25 Oct.2016) 2.8 Year

Covered Tasks as –

- Oversaw daily branch operations,
- Parties bill outstanding follow-up,
- Pod follow-up Monitoring
- Supervision including loading, unloading, and vehicle placement.
- Ensured timely order processing and delivery.
- Improved transit time and Turnaround Time (TAT) through process efficiency.
- Implemented cost-saving measures and optimized vehicle use.
- Coordinated delivery schedules, optimized routes, and streamlined operations.
- Maintained strong client relationships through regular visits and follow-ups..
- Achieved on-time delivery and vehicle placement, consistently meeting customer expectations.
- Managed resources effectively to achieve business targets.

SKILLS & STRENGTH

- Hardworking, Willingness to learn & face new challenges.
- Knowledge of ERP, MS Excel, MS Word & Minor Knowledge of PowerPoint, Tally

QUALIFICATION

- B. Com from M.G.S University Bikaner
- 12th from Rajasthan Board Ajmer
- 10th from Rajasthan Board Ajmer

PERSONAL INFORMATION

Father's Name – Mr. Ratan Lal Sharma

DOB - 21.01.1992

Marital Status – Married

DECLARATION - I hereby declare that all the above-mentioned details are correct to the best of my knowledge.