

CURRICULAM VITAE

ANUJ SHARMA

VILL/PO- DIDWARA DISTT JIND (HARYANA)

Mob N-8950001675

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Career Objective:

To evolve as a successful professional and at the same time get good experience by satisfying the high demands of the industry with hard work patience and righteousness in your esteemed organization.

Experience: -

Accountant - Shree Bricks Karnal from Nov – 2022 To Oct - 2023

Om Logistics Ltd for **Bharti Airtel Ltd Project Nov-2023** to till date continue...

Responsibilities:

- *Voucher feeding as daily in oracle basis and cash tally
- *Bank reconciliation
- *Vendor ledger DR/CR clear MR feeding cash & cheque both
- *GR Punch/Challan/DDR/Pod Update in oracle daily report management
- *Map Info Professional, Google Earth
- *Extensive experience in report preparation and calculations.
- *Handle all admin activates
- *Verify Vendor Bill (Transportation, Labour Vendor, Security Vendor & others)

Extra Responsibilities:

- * Working on Computer Software Online ERP Software ORACLE Handling issues of material from Imported & Local manufacture exp: BTS, AC, PIU, BATTERY etc. and do complete reporting on time .
- *Handling the Report of INWARD & OUTWARD of materials, Damage and breakage of materials, Site return materials. Update Report
- *Handling the Invoicing, documentation and record keeping.
- *Tracking the status of vehicle movement, transportation, materials distributions and transactions from warehouse.
- *Implement and maintain the best warehouse practises in warehouse, utilization of space in warehouse, layout of warehouse, product identification in warehouse, earmarked area in warehouse, bins allocation in warehouse, FIFO in warehouse.

MANAGEMENT TECHNIC:-

- *Management Skills
- *Stress Management
- *Communication Skills
- *Take Responsibility And Give A Best Result
- *MIS Skills

TECHNICAL KNOWLEDGE

*MS Office (Ms Word, Excel, Power Point,).
Internet Browsers etc.

STRENGTH:

*Punctual, hard worker and open to learn, positive thinking & good convincing power

EDUCATION QUALIFICATION:-

- *Intermediate (10+2)
- *Matriculation
- *CA Foundation Qualified
- *Supply Chain Management Certificate

Personal Profile:

Name- Anuj Sharma
Father's name- Rajender Sharma
Date of birth- 26-02-2002
Marital Status- Unmarried

DECLARATION

I hereby declared that all the information mentioned above is true to my knowledge

Place: Jind (Haryana)

Signature

Date: **(Anuj Sharma)**

Ph. No:- 8950001675