

# Vikas kumar Sharma



Vpo-Meahri Teh.-Sardarshahar  
Dist.-Churu Rajasthan  
vikaskumars397@gmail.com  
8740007716

Assistant  
Manager(Audit&Accounts)

## Professional Experience

### Assistant Manager(Audit&Accounts)

*Sugam Logistics Pvt.Ltd,  
Kathmandu, Nepal*  
| July 2025 - Present

#### Audit & Compliance

- Lead daily and periodic internal audits across all regional branches.
- Ensure adherence to company policies, financial regulations, and operational standards.
- Conduct physical verification of branch and hub assets/stocks.
- Oversee monthly branch stock reconciliations and resolve discrepancies.
- Verify pick-up and delivery lorry challans; scrutinize lorry hire challans for accuracy.
- Monitor and verify lorry hire rates across branches for consistency and cost control.

#### Financial Oversight & Analysis

- Analyze trial balances and reconcile ledgers for financial accuracy.
- Review delivery challan rate costing and branch freight scrutiny for cost efficiency.
- Conduct monthly outstanding reviews and follow up on overdue client accounts.
- Verify billed and unbilled GRs (Goods Receipts) for timely invoicing and accurate revenue recognition.
- Scrutinize freight, expense, cash, and bank ledgers for transparency.
- Perform final verification of TDS and VAT payable statements to ensure statutory compliance.

#### Operational & Branch Support

- Provide financial and operational solutions to resolve branch-level issues.
- Conduct daily scrutiny of customs duty and advance payments.
- Review Indian and Nepal customs clearance documentation and P&L reports.
- Supervise and coordinate overall accounting and audit functions of regional branches.
- Support branch operations in achieving accurate reporting and policy compliance.

### Sr.Executive(Audit &Accountst)

*Sugam Parivahan Pvt.Ltd,  
Noida, Uttarpradesh*  
| November 2016 - June 2025

Branch Audit & Operations Finance Lead

#### Audit & Compliance

- Lead daily and periodic internal audits across multiple branches, ensuring strict adherence to company policies, financial controls, and regulatory norms.
- Conduct physical verification of branch and hub assets/stocks to maintain inventory accuracy and prevent discrepancies.
- Verify long-route and local transportation challans to ensure documentation and procedural compliance.

#### Logistics & Vendor Management

- Verify pick-up and delivery lorry challans, and scrutinize lorry hire challans for correctness and completeness.
- Monitor and standardize lorry hire rates across branches to ensure cost efficiency and consistency.
- Validate vendor documentation and ensure all logistic partners comply with company standards and agreements.

#### Financial Oversight & Analysis

- Analyze trial balances and reconcile ledgers to maintain accuracy in financial and stock records.

- Review branch freight and expense data to control costs and ensure accurate reporting.
- Scrutinize billed and unbilled Goods Receipts (GRs) for timely invoicing and revenue assurance.
- Manage branch-level expenses within approved budgets, ensuring cost control and financial discipline.
- Perform detailed scrutiny of freight, expense, cash, and bank ledgers to maintain financial transparency.

#### Receivables & Collections

- Oversee client accounts, monitor overdue payments, and implement effective recovery strategies to minimize bad debts.
- Optimize cash flow and collection processes to strengthen overall financial health.

#### Issue Resolution & Branch Support

- Address operational and financial queries from branch offices promptly to ensure seamless coordination and improved efficiency.
- Provide actionable insights and guidance to branch teams for process improvement and compliance enhancement

## Branch Manager

S.S Cargo Service, Ghaiabad,  
Uttarpradesh

| January 2014 - November  
2016

#### Key Responsibilities

- Managed daily branch operations and logistics coordination.
- Handled client billing, outstanding follow-ups, and POD(Proof of Delivery) monitoring.
- Supervised vehicle loading/unloading, ensuring timely dispatch.
- Improved turnaround time (TAT) and delivery efficiency through process optimization.
- Implemented cost-saving initiatives to enhance branch profitability.
- Maintained strong client relationships through regular communication.
- Achieved consistent on-time delivery and optimal resource utilization.

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## Education

### Bachelor of Commerce (B.Com)

M.G.S. University, Bikaner,  
Taranagar

June 2010 - July 2012

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## Key Skills

Accounting & Audit: Tally, ERP Systems • MS Office: Excel, Word, PowerPoint (Basic) • Core Skills: Financial Reporting, Reconciliation, Auditing, Vendor Management, MIS, Logistics Business Data Analysis

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## STRENGTHS

- Hardworking and dedicated with a strong sense of responsibility.
- Excellent analytical, coordination, and problem-solving skills.
- Quick learner, adaptable, and efficient in multitasking roles.
- Strong communication and leadership abilities.

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## PERSONAL DETAILS

- **Father's Name:** Mr. Ratan Lal Sharma
- **Date of Birth:** 21 January 1992
- **Marital Status:** Married
- **Languages Known:** Hindi, English

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## DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

**(Vikas Kumar Sharma)**