



## **CURRICULUM VITAE** **(FINANCE/ACCOUNTS)**

### **HIMANSHU BHARDWAJ**

A-13C Shivangi Kunj, Opp. BG-1  
Apartment Paschim Vihar, New Delhi  
Mob :- 09759751875

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#### **Objective:**

“I aspire to be adept in the field of finance and commerce and desire to acquire it through exposure to work and skills and wish to contribute effectively towards the growth of organization with positive attitude and efficiency.”

#### **Academic Qualification:**

- ❖ High school from U.P. Board Allahabad in 2002.
- ❖ Intermediate from U.P. Board Allahabad in 2004.
- ❖ B.Com from M.J.P. Rohilkhand University, Bareilly in 2008.
- ❖ M.Com from M.J.P. Rohilkhand University, Bareilly in 2010.
- ❖ SAP (FICO) Training From SKY Infotech Pvt. Ltd. Noida.
- ❖ Pursuing CMA Inter.

### **Working Experience**

More than 9 years experience in Finance/Accounting Sector.

Presently working with **WONDER ALU BOARD OVERSEAS**, Rajdhani Enclave Pitampura Delhi.  
As a Assistant Accounts Manager from Feb-2017 to Present.

- ❖ Maintain Books of Accounts in SAP Business One & Tally Erp9
- ❖ Working & filling of GST Return & E-Way Bill & TDS.
- ❖ Preparation of Balance Sheet & Profit and Loss Account.
- ❖ Maintain Branch Accounting.
- ❖ Bank Reconciliation & Debtors & Creditors Reconciliation.
- ❖ Conduct Stock Audit Branch wise.
- ❖ Maintain Stock Statement.

Previous working in **TBM TECHNOLOGIES PVT. LTD.** H.O. Okhla Phase I, New Delhi. As a Sr. Accounts Executive 16/08/2016 to 31.01.2017.

### **Job Responsibilities :**

- ❖ Maintain Books of Accounts in Tally Erp9
- ❖ Working of TDS & Service Tax.
- ❖ Maintain Bank Reconciliation & Debtors & Creditors Reconciliation.
- ❖ Preparation of Balance Sheet, Trading, and Profit & Loss account.

Previous working in reputed Export House “**M/S PARTH OVERSEAS.**” H.O. Delhi Road, Moradabad as a Sr. Accounts Executive From Dec. 2010 to April 2016.

### **Job Responsibilities:**

- ❖ Bank Reconciliation and Stock Statement.
- ❖ Preparation of Balance Sheet, Trading, and Profit & Loss account.
- ❖ Preparation & E-filing of Sales Tax (VAT) Return.
- ❖ Attending Audit of Balance sheet.
- ❖ Day to Day Accounting in TallyErp9.
- ❖ Customer & Vendor Reconciliation.

**Previous work Experience** in reputed Chartered Accountants Firm from **May 2007** to **October 2010**  
Namely “**M/S KANSAL KAPOOR & CO.**”, Kothiwal Nagar, Moradabad as an **Accountant / Auditor**.

**Job Responsibilities:**

- ❖ Preparation of Balance Sheet, Trading and Profit & Loss account.
- ❖ Bank Reconciliation Statement.
- ❖ Preparation & E-filing of Income Tax Return.
- ❖ Preparation & E-filing of TDS Return..
- ❖ Day to Day accounting of different clients (Books Keeping) in Software (Tally).

**& also In Auditing, I have also conduct Audit in reputed Co., Firm etc, Such as Tax Audit**

- ❖ Paramount (Group)
- ❖ Object D Arts India
- ❖ Rahi Tourist Bungalaw, (Rahi Hotel)
- ❖ Adani Wilmar

**Proficiency in Computer:**

- ❖ M.S. Office (MS-Word & Excel etc.)
- ❖ Tally ERP9.
- ❖ Software related to Income Tax, TDS, Service Tax, Sales Tax(VAT) & GST.
- ❖ Good Typing speed in English.
- ❖ SAP (FICO) Version i.e. ECC 6.0
- ❖ SAP Business One Version 9.2 (8)

**Skills, Strength & Achivement :**

- ❖ Self Motivating.
- ❖ Accepting Challenges.
- ❖ Good Communication Skill.
- ❖ Creativity

## **PERSONAL DETAILS**

**Father's Name** : Sh. Krishan Kant Bhardwaj  
**Language** : Hindi, English  
**Gender** : Male  
**Nationality** : Indian  
  
**Contact No.** : +91-9759751875  
**E-Mail Id** : advhimanshu03@gmail.com

**DATE: -**

Signature  
**(HIMANSHU BHARDWAJ)**