

ABOUT ME

I am a highly motivated professional eager to embrace new challenges. With a strong work ethic, adaptability, and exceptional interpersonal skills, I excel in dynamic environments. My ability to work effectively without supervision and quickly master new skills positions me as a valuable asset.

SKILLS



LANGUAGES



HOBBIES

PLAYING CHESS & CRICKET.
WATCHING MOVIES.


PERSONAL DETAILS


Date of birth
20102002


Nationality
INDIAN

Marital status
SINGLE

SHANTANU
SHARMA
OUTSTANDING MANAGER

GURGAON, 122001

9354176807

SHANUPANDAT5555@GMAIL.COM

WORK EXPERIENCE

TRIUMPH AUTO
PRIVATE LIMITED
Gurgaon
Jan 2025-Present

- Outstanding Manger
- Meeting With Insurance Company for Outstanding.
 - Manage Company suspense A/c.
 - Manage Company Outstanding.
 - Cordinate with Corprate Clients.
 - Cordinate With Co-Dealers.
 - Clearing Tds Amount and Releasing Hold Gst Payment.

TANISH FORD AUTO
CARS PRIVATE
LIMITED
Gurgaon
Aug 2024-Jan 2025

- Accounts Executive
- Process Tally PRIME entries and perform corrections to ensure accurate records.
 - Cash handling and collecting payments from customers and maintaining cash report in excel.
 - Update and punch RSA, Easy Care and Extend Warranty in Ford India Portal.
 - Update Purchase and Sales Bill in TALLY PRIME.
 - Update Accessories Bill in TALLY PRIME.
 - Performing of Bank reconciliation, Credit card reconciliation, Paytm reconciliation, sales reconciliation and Purchase Reconciliation every day
 - Resolve Payment Issues and followed up on vendor inquiries to bring the company 100% up to date with all bills.
 - Maintaining Outstanding Sheet and make follow up to insurance and leasing company to recover the payment.
 - Verify invoice and make payment (via cheque or online transfer) of vendors.

NCR MOTORS
PRIVATE LIMITED
Gurgaon
Aug 2021-Aug 2024

- Accounts Executive
- Currently working as an Accountant Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
 - Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes.
 - Coordinated with external auditors during the annual audit process by providing requested documents and responding to inquiries in a timely manner.
 - Provided guidance and support to other departments regarding accounting policies, procedures, and regulations.
 - Maintained up-to-date knowledge of Generally Accepted Accounting Principles guidelines.

- Ensured that internal controls are maintained throughout all areas of responsibility.
- Assisted in the development and implementation of new accounting systems and processes.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Calculated and prepared checks for utilities, taxes and other payments. Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Reconciled bank statements on a regular basis to ensure accuracy of records.

EDUCATION

