

VIVEK SHARMA

mr.viveksharma@hotmail.com

OBJECTIVE

To utilize my education and experience for the development of my Country and society and also to become a qualified finance professional and consultant by expanding grip on business processes, management, decision making and also to make my way and reach a high profile post in a reputed organization by hard work and good performance together by applying the skills and knowledge acquired through practical experience in the field of Accounting, Financial Management and Taxation.

WORK EXPERIENCE

July 2021 (Present)	Credit Analysts MPA Financial Services Private Limited (<i>SEBI registered category 1 Merchant Banker</i>) <u>Key Responsibility Area:</u> <ul style="list-style-type: none">• Assessment of project feasibility.• Assessment of project cost, fund requirement and preparation of Financial Models.• Preparation of CMA.• Preparation of teaser, profile, information memorandum, detailed project report for loan appraisal from banks.• Preparation of in-principal approvals, appraisal notes of the banks.• Preparation of reply to the bank queries.• Preparation of NBG, Appraisal Note for the banks.• Preparation of replies to the bank queries relating to the project.<ul style="list-style-type: none">○ <u>About the company:</u>○ CIN: U74140WB1994PTC064808○ Office address: Sai Tower, 32, Harish Mukherjee Road, Kolkata 700 025, WB, IN○ Website: https://www.mpa.in/
October 2020 to June 2021	Accounts Manager Annapurna Logistics, Kolkata, West Bengal <u>Key Responsibility Area:</u> <ul style="list-style-type: none">• Maintaining proper books of accounts, monthly trial balance with financial statements and reconciliation statements.• Proper statutory compliance - GST, TDS, MCA and Income Tax.• Managing Provident Fund and ESI Compliance of the firm.• Quarterly assessment of working capital limit to submit to bank.• Preparation of payment details of brokers and transport agents.• Managing petty cash of the firm.• ERP System – Tally ERP9.
January 2020 to September 2020	Management Trainee Ajanta Shoes (India) Pvt Ltd, Kolkata, West Bengal <u>Key Responsibility Area:</u> <ul style="list-style-type: none">• Extracting Data from SAP server and preparation of monthly MIS reports in excel.• Preparation of various Management Information reports like purchase materials ageing, regular and dead stock monthly comparison on weekly intervals.• Taking follow ups of reports and information needed by VP Finance from different departments' head. Summarizing reports into meaningful visualization for decision making.• ERP System - SAP <u>About the company:</u> CIN: U25190WB2011PTC166511 Industry: Footwear manufacturing Office address: 79/2, A.J.C. Bose Road, Kolkata 700 014, WB, IN Website: https://www.ajantashoes.com/
October 2016 to October 2019	Audit and Article Assistant Nirmal Kaushik & Co. Chartered Accountants, Kolkata, West Bengal <u>Key Responsibility Area:</u> <ul style="list-style-type: none">• Preparation and finalisation of financial statements.• Computation of income tax and filing of income tax return• Filing of GST return, TDS return, Roc return, GST Annual return.

- Conducting Tax audit, GST audit, Statutory Audit, Bank audit and internal audit.
- Registered Trust/AOP accounts finalisation and income tax return.
- Guiding and assisting junior articles in work.

About the firm:

Firm Registration No: 312154E

Principal Sir: CA Nirmal Kaushik

Contact: 9830567004

Office address: 19D, Muktaram Babu Street, Kolkata 700007

Email: nirmalkaushik@hotmail.com

ACADEMIC QUALIFICATION

Year	Institution	School / College	Qualification	%
2014	University of Calcutta	Umeschandra College	B.com (H)	59%
2009	Council For The Indian School Certificate Examinations	Central Modern School , Baranagar, Kolkata, WB	X (Commerce)	63%
2011	Council For The Indian School Certificate Examinations	Acme Academy, Ambika Kalna, Burdwan, WB	XII (Commerce)	77%

SOFT SKILLS

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| <ul style="list-style-type: none"> • Microsoft Office • Microsoft Teams | <ul style="list-style-type: none"> • SAP (training at Ajanta Shoes (I) Pvt Ltd) • Tally ERP |
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PERSONAL INFORMATION

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| <ul style="list-style-type: none"> • Language: <ul style="list-style-type: none"> ○ English –Advanced ○ Hindi – Native ○ Bengali – Read and Speak ○ Marwari – Native • Father's Name: Raj Kumar Sharma • Marital Status: Single | <ul style="list-style-type: none"> • Date of Birth: 4th September, 1992 • Religion: Hinduism • Mobile: +91 7003193401 • Email: mr.viveksharma@hotmail.com • Address: 8, Dilip Ganguly Sarani, Kolkata, WB, 700108 IN • Vaccination: Both doses completed. |
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I do hereby declare that the above information as disclosed by me are true and correct to the best of my knowledge and in case of any discrepancies I will be solely responsible.

Vivek Sharma

Place: Kolkata
Date: 1st July 2022



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