DHEERAJ SHARMA

Contact :+91 94337 25369

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Education :

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| Examination | Institution | Year of passing |
| Executive programme | The Institute of Company Secretaries of India | 2012 |
| B.Com | Calcutta University | 2009 |
| Higher secondary | W.B.C.H.S.E. | 2006 |
| Madhyamik | W.B.B.S.E. | 2004 |

Experience:

Articleship/Training:-

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| Seven months as a trainee | Premco R. E. Ltd.  Axis Mall, Newtown  Rajarhat- 700 156 |
| Ten months as a trainee | CS ArvindBajpai  (Practising Company Secretary)  161/1, M.G.Road,  Kolkata-70007 |

Professional:-

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| Worked in an accounting firm | Accounts services  Barabazar  Kolkata – 700 007 |
| At present | Freelance Accountant |

Working knowledge:

Compliance and Legal

* Company Incorporation & change of Name Clause, Object Clause & Capital Clause
* Drafting of Notice , Resolutions of Meetings & Maintaining of Statutory Registers
* Conducting Due diligence and preparation of report
* Compliance related to Listing Agreement
* Annual Filing of Returns/Forms with ROC
* Filing of Financial statements in XBRL with ROC.

Accounts and Finance

* Expertise in Tally package, MS Word, MS Excel etc.
* Process Journal entries and perform accounting corrections to ensure accurate records.
* Reviewed financial statements to correct any discrepancies.
* Oversaw co-ordination of approvals for payments.
* Manage financial statements and organize data.
* Finalisation of accounts.

Audit

* Secretarial audit
* Assist with audit preparation and end of year closings.
* Review various financial and legal documents and reports for accuracy and compliance.
* Identify ongoing compliance issues, process weakness, and inefficiencies.

Strengths:

* Detail oriented and analytical.
* Disciplined work habits, ability to work with team and co-ordinate things in a well manner.
* Fast learner, adept at improvising in order to execute the processes learnt, more efficiently.
* Punctual, dedicated and loyal team player.
* Manage multiple clients, projects, and improvement initiatives at once.

Objective :

To achieve professional excellence and develop leadership qualities.

Personal Dossier:

Address : : 3, Woozir Chowdhury road, Kolkata – 700 067

Date of birth :16th November, 1986

Marital status :Unmarried

Languages known : Hindi, Bengali & English

Date:

Place: Kolkata (Dheeraj Sharma)