

ANKIT KUMAR SHARMA

Jamshedpur, Jharkhand – 831016

📞 6200898395 | ✉ ankitksharma.5675@gmail.com

PROFESSIONAL SUMMARY

Results-driven **Senior Accountant** with over 5+ years of progressive experience in financial accounting, taxation, statutory compliance, and audit coordination across manufacturing and corporate environments. Expertise in accounts finalization, GST and tax compliance, MIS reporting, financial analysis, and ERP systems. Proven ability to strengthen financial controls, improve operational efficiency, and support strategic business decisions through accurate financial insights and reporting.

CORE COMPETENCIES

Financial Accounting | Accounts Finalization | GST Compliance | TDS & TCS Filing | MIS Reporting | Financial Statements | Budgeting & Forecasting | Accounts Payable & Receivable | Bank Reconciliation | Ledger Scrutiny | Audit Coordination | Taxation | Compliance Management | Financial Analysis | Working Capital Management | ERP Systems | Cost Control | Process Improvement

TECHNICAL SKILLS

Accounting & ERP Software

- Tally ERP 9 / Tally Prime
- SAP (Basic Knowledge / Exposure to Financial Modules)
- BUSY Accounting Software (BSY)
- ERP Systems (Implementation, Data Entry, Reporting & Controls)
- Accounting System Configuration & Data Management

Taxation & Compliance Systems

- GST Portal (Return Filing, Reconciliation, Compliance Management)
- Income Tax Portal (TDS Returns, Challans, Compliance)
- e-Invoicing & e-Way Bill Generation Systems
- MCA Portal Compliance (Working Knowledge)

Financial Analysis & Reporting Tools

- Microsoft Excel (Advanced) — Pivot Tables, VLOOKUP, HLOOKUP, MIS Reporting, Data Analysis
- Financial Reporting & MIS Dashboard Preparation
- Budgeting & Forecasting Support

PROFESSIONAL EXPERIENCE

Senior Accountant

KANHA INDUSTRIES

July 2024 – Present

- Leading end-to-end finance and accounting operations including general ledger management, reconciliations, and accounts finalization.
- Preparing and reviewing financial statements (Balance Sheet, Profit & Loss, Cash Flow) and presenting insights to management for decision-making.
- Driving MIS reporting, variance analysis, and profitability analysis to monitor financial performance and cost efficiency.
- Managing GST, TDS, and statutory compliance including return filing, reconciliations, and regulatory reporting.
- Strengthening internal financial controls through development and implementation of accounting policies and SOPs.
- Monitoring working capital by managing receivables, payables, and cash flow planning.
- Leading internal and external audit coordination and ensuring compliance readiness.
- Identifying financial risks and recommending corrective actions to improve operational performance.

Accountant

SHYAMJI GROUP OF COMPANIES

December 2022 – July 2024

- Managed complete accounting lifecycle including bookkeeping, ledger scrutiny, reconciliations, and financial reporting.
 - Prepared GST returns, TDS calculations, and statutory compliance documentation.
 - Assisted management with budgeting, forecasting, and financial planning processes.
 - Coordinated with auditors, consultants, and regulatory authorities during audits and assessments.
 - Improved accounting accuracy by implementing reconciliation and control mechanisms.
 - Supervised accounts payable and receivable processes ensuring timely transactions.
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Accountant

ANKUR BIOCHEM PVT. LTD.

August 2018 – November 2022

- Executed monthly, quarterly, and annual accounting operations including journal entries and financial statement preparation.
 - Prepared financial reports, cost analysis, and performance reports for management review.
 - Supported internal and external audits by providing financial records and documentation.
 - Maintained accounting registers, records, and compliance documentation with strong accuracy.
 - Identified discrepancies and implemented corrective actions to improve reporting reliability.
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AUDIT EXPERIENCE

- Internal Audit – Bihar State Co-operative Milk Producers Federation Ltd. (Jamshedpur Dairy Unit)
 - Internal Audit – NSPCL Bhilai
 - Internal Audit – Vivek Construction, Jamshedpur
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EDUCATION

Bachelor of Commerce (B.Com) – First Division – 2018

Karim City College

Affiliated to: Kolhan University

Class 12 – First Division – 2015

Vidya bharati Chinmaya Vidyalaya

Board: CBSE

Class 10 – First Division – 2013

VIG English School

Board: ICSE

LANGUAGES

- Hindi – Fluent
 - English – Fluent
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PERSONAL DETAILS

Date of Birth: **11 January 1997**

Gender: Male

Nationality: Indian