

BIO DATA

MURARI LAL SHARMA

21, Lotus Residency,
Vaibhav Villa, Mohanpura,
Near Patrakar Colony ,
Jaipur , Rajasthan.
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Career Objective:-

Looking for a challenging career where I can prove ability, working knowledge and capability through my sincerity, dedication towards hard work that would provide me opportunities to grow myself in my field.

Professional and Educational Qualifications:-:

- M COM (ABST) from Rajasthan University, Jaipur.2008
- Bachelor of Commerce (1993-1996)
- PGDCA One year Diploma in computer from MCRP University of Bhopal

Training :

Attended the ' Accounting Training under Mr Ramniwas Agarwal the partner of M/s Ram Swroop & Company , This is a Chartered Accountant Firm at Jaipur from the period of 1st June 1993 to 14th May 1995 .

Technical Knowledge:

Having Knowledge of Computer software like Windows , MS Word, Excel, Excess, Tally7,0 , Fox Pro Visual Basic and Internet etc.

Work Experience:

Organization : Sahara India
Designation : Officer (Accounts Department)
Period : 6th August 07 to present

Responsibilities :

- Spot checking of all Branches of Mid Rajasthan
- Settlement of Venders Bills through HQ .
- Audit of all Branch Records on Monthly basis

- Maintain direct TDS of the depositor, Field Worker , contractor and landlord Analysis of Bank Reconciliation of all Branches under Six Region Jaipur, Kota, Bikaner ,Alwar , Shekhawati Sikar and Jaipur West jurisdiction of Zonal office Jaipur
- Signature Verification of Secured Loan with the Account Opening Form and direct verified from the depositors for all Branches .
- Maintained of fund transferred command Office to All Branch as per Demand.
- Checking the Payment Voucher at the time of Audit for all branches.
- Ledger / Voucher Scrutiny of all Branches

Organization : Sahara Air Lines Ltd.
Designation : Accounts Officer- Jaipur
Period : 19th May 2004 to 5th August 07

Responsibilities :

- Preparation of Form P, RFCC, RFRCC, RFRP, & Form S Airport Booking Office & City Booking Office , Cash collected from Airport Booking Office & City Booking Office & Cash Tally and deposit in the bank on Daily Basis
- All type Expenses Airport & City Booking Office , Preparation of Day Book , Cash Trail on Daily Basis
- Settlement of Venders Bills
- Control Ledger of All Agents & check AGT 1,2,3 & 4 on forthright Basis , collection received from Agents on timely
- Handling Service Tax matters of Cargo by Air & Tour Operator Services and deposit in bank on monthly basis.
- Reconcile of All type CVD Stock , Airway Bill & EBT on Daily Basis (Agents , APT & CBO) and bank reconcile on fortnightly basis.
- Claim of insurance from Insurance Company in case of cancellation and Diversion Flight at the time of Fog Season .& xxld filght.

Achievement

Successfully initiated & facilitated lunch of two flights from Jaipur Regular Co-coordinator of commercial staff at Airport Jaipur & sales , reservation executives at City booking office Jaipur.

Organization : Shree fates & Proteins Limited
Designation : Accountant
Period : 15th May 1996 to 15th May 04

Responsibilities

- Preparation of Journal Book, Cash Book, Bank Book on Daily Basis
- Cash Voucher, & Bank Voucher,& reconciled of Bank Reconciliation on fortnightly Basis.
- Ledger Posting (Manually)
- Preparation Financial Details for Tax audit Purpose

- Maintained Stock Statement on Monthly Basis for Cash Credit Limit & Packing Credit Limit
- Trail Balance

Language : :Hindi, English

Objective : : Initiate any challenging assignment and grow with growing Organization

Area of Interest : : Accounts / Administration

Hobbies : : Reading of Books, & listening of Music

Personal Details :

Date of Birth : : 31st July 1973

Father's Name : : Shri Mahadev Prasad Sharma

Marital Stats : : Married

Place: Jaipur

Date:

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