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**K.R.SHARMA**

**WZ-17,Shakur pur,Delhi.34**

Contact No. - 9818090642

Email ID : kr.sharma61@gmail.com

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**RESPONSIBILITIES HELD (ACCOUNTS)**

Presently working in the Pharmaceutical company-retail, managing general accounts, checking invoice- Margin, Discount, MRP, RATE and VAT.

Vendor - receipt and payment accounts. Vendor Accounts Reconciliation month wise. Bank Reconciliation.

Follow up vendor payments, and other related work. Managing purchase account all over India in a month around 10 Crore.

• Head Office accounts on day to day basis.

• Generation of relevant MIS reports

• Generation of Trial Balances.

• Consolidation of Trial Balances.

• Preparation of monthly reports YTD reports.

• Handle Head Office accounts including cash / bank

**ADMINISTRATION**

Manage of office (corporate) inside & outside. Office cleanness, new creation for office to maintain office discipline.

Managing- travel, ticketing and other related work, Manage vehicle,

Purchase of stationery. Furniture and other related items.

Manage Housekeeping Team, Pantry.

Liaison with govt. and private agencies.

Manage a high level of performance in all areas of office services, including reception, food and beverage, safety & security, events, and operations/maintenance.

Regularly communicate with the facility and engineering agencies to ensure smooth working.

Oversee facilities work requests, ensuring timely responses and regular reporting .Ensure invoice processing and accuracy of cost center coding.

Facilitate timely payment of all the bills related to electricity, water and other supplies and facilities.

**EXPERIENCE**

**PRESENT COMPANY - RELIGARE WELLNESS LTD.**

**Designation**         :ASST. MANAGER ACCOUNTS/ADMN.

**Duration**                    :DEC.21, 2008 TO TILL DATE

**PREVIOUS COMPANY - PARIVAR SEVA SANSTHA-NGO**

Designation   : ADMN. EXECUTIVE CUM SR. ACCOUNTANT

Duration     : DEC. 24 , 1981 TO DEC.20,2008

**EDUCATION QUALIFICATION**

B.COM. from Delhi University Delhi

**COMPUTER SKILLS**

SAP micro

Business Software – Navision

Financial Software – Visipak, Birdy 2000

Operating System - WindowsXP, Vista and 7

Microsoft Office – MS word, Excel

Internet Browsing and Surfing

E-mail and MS Outlook

**BEHAVIOURAL CHARACTERISTICS**

* Commitment to quality and result.
* Honest Focused, loyal, Hardworking, Keen and quick learner.
* I am very sincere to complete my responsibility.
* Sincere in attitude.
* Adjustable in any environment.
* Presentation and leadership skills
* Excellent in problem solving skills

**Reference**  : Mr. R.C. Goswami (PSS)-9871059948

 Mr. Shailendra Singh (RWL) -9810552294

K.R. Sharma

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**PERSONAL INFORMATION**

Full Name Khushi Ram Sharma

Age (Date of Birth) 54yrs {01-05-1961}

Current Company Religare Wellness Ltd.

Current Designation Asst. Manager accounts/Admin.

Total Experience 28 Years

Proffered Designation Manager-Administration

Current Location Delhi

preferred Location Delhi

Current Industry Healthcare-Pharmaceuticals

Preferred Industry Manufacturing Co.

Current Salary 27300/-PM

Expected Salary 35000/-PM

Time Required Joining 7days

Highest Qualification B.Com

Year Of Passing 1992

University Delhi University

Contact No. 9818090642

Marital Status Married (2 children)

Languages Known Hindi, English & Punjabi