**Anil Sharma**  
📞 +91-9910787067  
📧 [anilsharmaprem@gmail.com](mailto:anilsharmaprem@gmail.com)  
🏠 House No-520, Sector-30, Faridabad-121003

**CAREER OBJECTIVE**

Motivated and detail-oriented SAP FICO Consultant trainee aiming to build a long-term career in ERP systems. Seeking a challenging opportunity to apply my SAP and finance skills and contribute to organizational growth.

**PROFESSIONAL SUMMARY**

* Strong understanding of SAP FICO modules: GL, AP, AR, Asset Accounting, Taxation, and Bank Accounting.
* Hands-on experience with SAP configuration, end-user support, and financial processes.
* Well-versed in month-end and year-end closing, reconciliation, and reporting.

**SAP FICO SKILLS**

**General Ledger (GL)**

* Chart of Accounts, Account Groups, GL Master
* Posting Periods, Document Types, Tolerance Groups
* Parked, Recurring, and Sample Documents

**Accounts Payable (AP)**

* Vendor Master Creation, Invoice Posting
* Advance Payments, Credit Memos
* Automatic Payment Program (APP)

**Accounts Receivable (AR)**

* Customer Master Data
* Incoming Payments, Dunning, Debit/Credit Memos

**Asset Accounting**

* Asset Master Setup, Sub-assets
* Chart of Depreciation, Depreciation Run

**Bank Accounting**

* House Bank Configuration
* Manual Bank Reconciliation

**Taxation**

* TDS: WHT Types, Codes, Section Setup
* GST: Tax Codes, Procedures, Ledger Mapping

**Reporting & Closing**

* Financial Statement Versions
* Profit & Loss, Balance Sheet
* Period-End Closing Activities

**WORK EXPERIENCE**

**Novitatt Solutions**  
*SAP FICO Associate Consultant* (2022 – 2024)

* Analyzed financial transactions and configured SAP modules.
* Supported FI sub-modules: GL, AP, AR, Chart of Accounts.
* Helped users with transaction postings, issue resolution, and reporting.
* Assisted in month-end and year-end closing activities.
* Worked independently in a goal-driven, client-focused environment.

**BST Agency**  
*Accounts Assistant* (2021 – 2022)

* Maintained accounting records and supported invoice processing.
* Assisted in reconciliation and financial documentation. Etc.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year** | **%** |
| B.Com | Sri Venkateshwara College, Delhi | 2016 | 59.3% |
| HSC (12th) | DAV Public School, Sector 37, Faridabad | 2012 | 93% |
| SSC (10th) | DAV Public School, Noida | 2010 | 90% |

**SAP TRAINING**

**SAP S/4 HANA FICO Consultant Training**  
Aptron (SAP Authorized)  
Focus Areas:

* GL, AP, AR, Asset Accounting, Financial Closing, Reporting

**PERSONAL INFORMATION**

* **DOB:** 04 June 1994
* **Marital Status:** Married
* **Languages:** English, Hindi
* **Father's Name:** Mr. Prempal Sharma
* **Mother's Name:** Mrs. Bala Sharma
* **Address:** House No-520, Sector-30, Faridabad-121003

**STRENGTHS**

* Analytical and solution-oriented
* Quick learner with adaptability
* Works well under pressure and independently

**DECLARATION**

I hereby declare that the above information is true and correct to the best of my knowledge.

*(Anil Sharma)*