**Prabhat**

**Prabhat.373195@2freemail.com**



**Objective Statement**

**Motivated and detail-oriented accountant with 2 years general accounting experience offers the following skills and experience:**

* Solid working knowledge of MS Office
* Administration of accounts receivable and accounts payable
* efficient maintenance of the integrity of general ledger accounts
* Able to accurately gather, interpret and analyze financial data
* excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines
* Proven ability to quickly learn and use new technologies and tools
* Very good knowledge of VAT(value added tax)
* Expert in tally ERP 9
* Expert in MS Excel

**Currently looking for a suitable position in accounts department with an exciting & ambitious company**

**Academic Qualifications -**

* **(2009-2010)**10th from Army public school Jhansi Cantt Uttar Pradesh scored 70 percentile
* **(2012-2013)**12th from Mahatma hansraj public school Jhansi scored 65 percentile
* **(2013-2014)**Cleared First level of Company Secretary with exemption in three subjects from the Institute of Company Secretaries of India
* **(2104-till time)**Pursuing for Executive level of Company Secretary from the Institute of Company Secretaries of India
* **(2014-till time)**Pursuing for Bachelor of Commerce (Corporate affairs and administration) from Indira Gandhi national open university New Delhi, India

**Work Experience-**

**M/S World capture New Delhi, India**

 **(Event Management Company)**

 June 2015 to November 2016

 Position: junior accountant

* **Duties**
* Writing up forms and manuals for accounting and bookkeeping personnel.
* Collecting raw financial data.
* Prepares journal entries, cash, and inter-fund transfers.
* Accurately and promptly processing documentation.
* Preparing all kinds of invoices in Tally 9
* Bank reconciliation

 **Skills-**

* Tally ERP 9 (Expert)
* MS Excel (intermediate)
* Sage 50 (learning)

**Personal Details-**

* Nationality: Indian
* marital status: Single
* DOB: 27 July 1994
* Visa Status: Visit Visa (expires on 16th oct’2017)
* Birth place: Saharsa Bihar, India
* Mother tongue: Hindi & maithli
* Language: English

**I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately**

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