

CURRICULUM VITAE

PRASHANT SINGH

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OBJECTIVE

Detail-oriented, efficient and organized professional with 4 years of experience in accounting .Excellent attention to detail, strong technology skills and experience with Quick Books and managing accounts receivable. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

BASIC ACADEMIC CREDENTIALS

- **HIGH SCHOOL PASSES FROM CBSE BOARD IN 2014**
- **INTERMEDIATE PASSES FROM U.P BOARD IN 2017**

PROFESSIONAL QUALIFICATION

- **COMPLETED BSC NURSING FROM MADHIVIRAJE COLLEGE , GWALIOR IN 2022**

WORK EXPERIENCE

DATA ENTRY cum TALLY OPERATOR, SHANTI TRANDERS |DECEBER 2018 – SEPTEMBER 2020

- **Supported the team by successfully assisting with accounting tasks.**
- **Maintained updated financial records, prepared reports, and reconciled bank statements.**
- **Checked and updated spreadsheets for accuracy.**
- **Prepared financial reports.**
- **Efficiently worked with various types of accounting software.**
- **Assisted with different accounting projects as needed.**
- **Reviewed and electronically routed invoices for approval.**
- **Assisted with the weekly accounts payable processes.**

ASSISTANT ACCOUNTANT, KRIPAL AGENCY | OCTOBER 2020 – PRESENT

- **Handled work related to monthly billing and sales reports.**
- **Worked with team members in tasks such as updating general ledgers and journal.**
- **Performed monthly check runs for 230+ vendors.**
- **Prepared reconciliations for monthly closings.**
- **Controlled daily input of ledger activities and closing of general ledger each month.**
- **Prepared accurate quarterly and annual statements.**
- **Assisted junior accountants in preparing month end reports and monthly bank reconciliations.**
- **Worked closely with other departments and worked to solve complex accounting problems.**

SKILLS

- **PROFICIENT IN MS OFFICE, DATABASES AND SPREADSHEETS.**
- **EXPERINCED IN TALLY**
- **MAINTAIN ACCURATE RECORDS**
- **FILE MAINTAINANCE**
- **RECORD MANAGEMENT**

PERSONAL INFORMATION

- **DATE OF BIRTH : 31-03-1999**
- **GENDER : MALE**
- **FATHERS NAME : MR. PRANVEER SINGH PARMAR**
- **MARITAL STATUS : SINGLE**
- **LANGUAGE KNOWN : HINDI , ENGLISH**
- **PERMANENT ADRESS : RAM VIHAR COLONY SIROLI ROAD DHANOLI , AGRA.**

DECLARATION

- **I hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.**