

RESUME

Prashant Kumar

Address.: Rishi Nagar, Adhoiwala,

Sahastradhara Road, Dehradun (U.K.)

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Email.: Prashantkashyap3110@gmail.com

Summary

- **An organized and motivated individual, eager to utilize time management and organizational skills across diverse settings. Seeking entry-level opportunities to enhance abilities while contributing to company growth.**

Skills

- | | |
|-------------------------------|----------------------------|
| ➤ Inventory Management | Bank Reconciliation |
| ➤ Financial Reporting | Microsoft Excel |
| ➤ Data Analysis | Database Management |
| ➤ Accounts Payable | Record Keeping |
| ➤ Accounts Receivable | MS Office |
| ➤ Tally | D.T.P. |

Experience

- **3 Years Experience at Meher Hospital (Vaish Nursing Home) as a Accountant from 18/05/2022 to Till Date.**
 - **(Handling accounts for cash flow, stock updates and other transactions.)**
 - **(Posted financial data in Excel spreadsheets and managed inventory.)**
- **6 Months Experience at Global Medical Healthcare (Haridwar) as a Accountant.**

Education and Training

- I Completed my Graduation from D.A.V.(P.G.) College in Year 2022.
- I Completed my Technical Diploma from (I.T.I.) Niranjanpur in Year 2019.
- I Completed my Intermediate from Apollo International School in Year 2017.
- I Completed my High School from Apollo International School in Year 2015.

Interest & Hobbies

- Listening & Sings a Songs.
- Playing a Music Instruments like Harmonium & Keyboard.

Personal Details

- Gender : Male
- D.O.B : 31/Oct/1999
- Marital Status : Single
- Known Languages : Hindi, English

Date: _____

(Prashant Kumar)