

# PRASHANT

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**Accounts & Finance executive** equipped with extensive experience. Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to maintain proper records, provide correct and quick reports for the decision-making process.

## Experience

**Account & Finance Executive** 01/03/2020 to 31/03/2021  
**Parti & Associates.,** New Delhi-110028

- Handling of accounting work.
- Effective Maintenance of data & document.
- Prepare Invoices
- E-Way Bill Preparation
- Book Keeping
- Handling of accounting of individuals.
- **Accounts payable.**
  - Driving smooth and efficient functions of accounts payable.
  - Proven track record in managing full-cycle accounts payable.
  - improving accuracy.
  - verifying vendor invoices.
  - ensuring timely payments.
- **Accounts Receivable.**
  - Financial reporting, and accounting
  - billing, and collections systems.
  - Adept at analyzing account payment histories
  - scheduling payment timelines.
  - communicating with clients to minimize aging accounts and increase revenue flow.

## Highlights

- Results-oriented
- Ability to work effectively in team as well as independently.
- Complex problem solver.
- Effective client handling.
- Ability to learn new skills quickly and accurately
- Strong decision maker.
- Time management skills.
- Service-focused
- Ability to motivate staff and maintain good relations.
- Resistance to stress.

## Academic Qualification

DEGREE	PASSING YEAR	INSTITUTE/UNIVERSITY
B.com	2017	Delhi University
12 <sup>th</sup> Std.	2014	CBSE Board
10 <sup>th</sup> Std.	2012	CBSE Board

## Hobbies

Watching movies, game & news - great way to be updated, destress, and keep the learning as well.

## Technical Experience

- Operating system: windows 7 & 10.
- **Microsoft Excel.**
  - Capturing & recording of important data on daily basis
  - Using shortcuts and formula function.
  - Shorting & filterring data.
- Worked on Tally ERP 9

## Core Interest

- SAP
- Budgeting.
- Finance management.
- Ratio analysis

## Personal Details

- Father's name : Visheshwar Kumar
- Mother's name : Smt. Sarita Devi
- Date of birth : 22 th , Sept , 1997
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian
- Language known : Hindi and English
- Permanent address : C-723, Kirti Nagar Industrial area, New Delhi -110015
- Current address: A-578 Pandav Nagar New Delhi-110008
  
- Date:

(Applicant)

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