**Contact No: 8821886006**

**Curriculum Vitae**

**Name** Prem Prakash Shete

**Address** H. No.192, Pawan Bhumi Chowk,

Sainik Society Road,

Shakti Nagar, Gupteshwar

Jabalpur (M.P.) 482001

**Email**  prem29power@gmail.com

**Nationality** Indian

**Date of Birth** 23rd October 1978

**Marital Status** Single

**Personal Profile** I am reliable well organized and used to working on my initiative.

I am able to work in all situation and comfortable working on my own.

**Work Experience:-**

**SEP 14 - Apr 15** Audit Assistant cum Accounts in Nripendra Co. Under CA Pradeep Kumar Gupta,

Napier Town, Jabalpur

**Mar 13 – AUG 14** Worked as Accountant cum Office Asst. KNY Project Pvt. Ltd, Jabalpur

**Dec 10 – Dec 12** Commercial Engineers & Body Builders Company. Richhai, Jabalpur,

Worked as Trainee Account in Account Department

(Payment, Purchase, Sales Vouchers, Contractors Bill, TDS, Service Tax.)

**Jan 10 – Oct 10** Worked atDhiraj Engineers & Contractors, Jabalpur (M.P.) as Assistant Account

(Payment, Billing, Stock and Verify Vouchers etc.)

**Oct 06 – Oct 09** Business (Milk and Dairy Product) on Daily basis.

**Jan 05 – June 06** Worked as an Assistant Account at Simplex Auto Industries, Jabalpur (M.P.).

(Payment, Billing, Stock and Making Bill of Exchange & Bank Reconcile.)

**Skills** Working on Financial Software Tally 7.2, 9 ERP & SAP

Making Voucher (Payment, Receipt, Journal) Purchase, Sale with VAT,

Service Tax,TDS (Contractors, Individual & Professional)

Daily Report, Bank Reconciliation, MIS Report with Excel

**Computer Literate** Familiar with Microsoft Operating System & Other Software

MS- Dos, Windows All Version,

MS-Office (Word, Excel with Function & Formulas), Familiar with Tally (All Version), SAP & ERP

Clean Driving License, Self Motivated.

**Professional Qualification**

Passed Advance Diploma in Computer Hardware & Networking from

JETKING INFOTAIN LTD. Karol Bagh, New Delhi in the Year 2003.

Passed Tally Certificate from Accounting World Jabalpur (M.P) in the Year 2007.

**Academic Qualification**

**1997 – 2000** Bachelor of Commerce (Taxation Group) from Jabalpur University (M.P)

**1995 – 1997** Higher Secondary School Certificate with Biology – Science

From M.P. Board Jabalpur.(M.P)

**1994 – 1995**  Secondary School Certificate from M.P. Board Jabalpur (M.P)

**Other Activities** Passed NCC ‘B’ Certificate from 1 MP ARMD SQN Jabalpur (M.P)

Mountaineering Course in 1998 at DARJEELING (W.B.)

**Interest** Playing, Web Surfing, Mountaineering & Listen to Music Etc.

**Strength**  A man always desires to learn day by day.

Reference:-

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(Prem Prakash Shete)