

# Prashant Maheshwari

Mobile: 9711425422

E-Mail: prashantprashant376@gmail.com

## CAREER PROSPECTIVE

To make productive contribution to the organization and work to the best of my knowledge and abilities, maintaining discipline and to enhance my skill set during my tenure.

## SYNOPSIS

- Having 1+ Years' of experience in Accounting and Sales.
- Well versed in Microsoft Office Excel, Word, Access & Various Tools
- Identifies opportunities/priorities to measure, monitor, improve and maintain data quality
- Handling Accounting queries, providing the required data and information to the organisation.
- Understand various functions in invoice processing, workflow systems, ERP and perform the various activities. Create and Enforces policies for effective management.

## CAREER HIGHLIGHTS

### Shri Krishna Chemicals (june'20 till dec'20)

#### Accounts & sales Executive

##### Job Profile:

- Provide support for general Accounting like invoice preparation, salary slip, challan filing, etc.
- Establishing control procedures to minimize and simplify review of activities.
- Handling reports of monthly statements of organisation i.e. inflow and outflow of cash and cash equivalents.
- Processing month end close journals, Accruals and reviewing the impact on respective ledgers.
- Book Daily forward contracts in the system.
- Preparation of interest Income and expense report, Employee compensation report.

### Phuar Agrotech (Apr'19 till Mar'20)

#### Accountant

##### Job Profile:

- Handling the Invoice Billing Processes.
- Processing different documents such as Tax Invoices, Credit Notes, PO Invoices, Non PO Invoices, and Utility Invoices.
- From the time invoice is received, sorting, indexing, and clearing from the exception is done.
- Emailing End user to approve invoice for service order & contractual invoices.
- Keeping a track of Accuracy as well as TAT for the whole process and make sure that it is met within the agreed SLA
- Maintaining regular basic audit as agreed with client and preparation of aging summary for the unpaid invoice.
- Invoice creation and customer creation in Accounts Receivable.

## ACADEMIC QUALIFICATION

- Master in commerce from Annamalai University in 2020.
- Bachelor in Commerce from Delhi University in 2015.
- 12<sup>th</sup> passed from CBSE Board in 2012.
- 10<sup>th</sup> passed from CBSE Board in 2010.

## PERSONAL DETAILS

Date of Birth : Sept 15<sup>th</sup>, 1993  
Father's Name : Mr. Hari Krishan Maheshwari  
Address : H.No.479, Sector 56A,Rajiv colony, Faridabad  
Nationality : Indian  
Languages Known : English, Hindi

**Date:** \_\_\_\_\_

**Place:** Faridabad

**(Prashant Maheshwari)**