

# Profile

Certified Accountant with five years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

# Employment History

Accountant at Vedant Jain, Delhi

November 2023 — February 2025

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Developed and implemented a system to track accounts receivable and accounts payable to improve cash flow

# Education

B.com, R.M.L.U Avadh university Alhabaad , Ajodhya September 2023 — April 2027

**12th, Janta Intermediate College Babhnan, Gonda, Babhnan** April 2022 — March 2023

## Courses

'O' Level, CPTC College Babhnan Gonda

January 2024 - December 2024

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#### **Details**

Gali no. 11, Anand Parbat, than singh Nagar, New Delhi Delhi, 110005 India 8726540277 alokkaosal@gmail.com

Date of birth 05-09-2003

Nationality Indian

#### Links

anand\_bab444

### Skills

Microsoft Office Word

Microsoft PowerPoint

Computer Skills

Communication Skills

Microsoft Excel

Microsoft Office

Tally Prime

## Languages

Hindi

English

## **Hobbies**

Leasning Music, Playing Cricket, Dancing etc.