

**Prashant Rai**

Accountant



Prsurai141@gmail.com



+91-7470635973



Dhabli, Mangliya, Indore, Madhya Pradesh), India



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**Subject: Application for the Position of Accountant**

**Dear Hiring Manager,**

I am writing to express my interest in the Accountant position at your esteemed organization. With a Bachelor of Commerce degree from DAVV University & hands-on experience in both healthcare & logistics sectors, I bring a blend of academic knowledge & practical expertise that aligns well with your requirements.

During my tenure at Carryfast Ltd. Pvt & MMHRC Hospital, I have gained valuable experience in administrative & accounting tasks. My proficiency in Tally Prime & MS Excel (including HLOOKUP, VLOOKUP, Pivot Tables, & SUMIF functions) has enabled me to maintain accurate financial records & streamline daily operational processes.

I am a dedicated & detail-oriented professional with a strong work ethic & the ability to adapt quickly to new challenges. I am confident that my skills & enthusiasm will make a meaningful contribution to your team.

I have enclosed my resume for your kind consideration. I would welcome the opportunity to discuss how I can be an asset to your organization. Thank you for considering my application.

**Warm Regards,  
Prashant Rai  
Accountant**

**Encl: Resume**

✉- Prsurai141@gmail.com  
☎ + 91-7470635973  
📍 Indore, India,453771

CORE COMPETENCIES

- ✓ Financial Accounting: Proficient in managing day-to-day accounting tasks, voucher entries, & maintaining accurate financial records using Tally Prime.
- ✓ Advanced Excel Skills: Skilled in using formulas & functions such as VLOOKUP, HLOOKUP, SUMIF, filters, & Pivot Tables for data analysis & reporting.
- ✓ Organizational Skills: Ability to manage multiple tasks efficiently, maintain accurate documentation, & support administrative operations.
- ✓ Adaptability: Quick learner with the flexibility to work in diverse environments, including healthcare & logistics sectors.
- ✓ Team Collaboration: Effective in working both independently & as part of a team to meet deadlines & support operational goals.
- ✓ Communication Skills: Clear & professional verbal & written communication in both Hindi & English.

OTHER COURSE

Diploma in Computer Application MSWord or MS Excel. Hlookup /VLOOKUP, Filter, Sum, Pivot Table, Manage Page Layout, sumif, Financial Accounting Software Tally, Prime.

PERSONAL DOSSIER

- Date of Birth: 21<sup>st</sup> JUN 2000
- Languages: English & Hindi (Native)
- Marital Status: Un-married
- Hobbies: Investing or Stock Market Analysis, Budgeting & Personal Finance Planning, Puzzles & Brain Teasers, Excel Tricks & Financial Modeling, Traveling, Fitness Exercise
- Blood Group: B<sup>+</sup>
- Nationality: Indian
- Vaccinated: Covishield, Covaxin

AREA OF EXPERTISE

- Accounting & Bookkeeping
- Financial Reporting
- MS Excel & Data Management
- Administrative Support
- Billing & Invoicing
- Teamwork & Adaptability
- & many more... ..

POST APPLIED: ACCOUNTANT

PROFESSIONAL SUMMARY

A dedicated & detail-oriented commerce graduate with practical experience in accounting & administrative operations within the logistics & healthcare sectors. Proficient in MS Excel (VLOOKUP, HLOOKUP, Pivot Tables) & Tally Prime for managing financial transactions, vouchers, & daily bookkeeping. Known for strong organizational skills, adaptability, & a proactive approach to problem-solving. Seeking an opportunity to contribute to organizational growth while enhancing professional skills in a dynamic work environment

PROFESSIONAL QUALIFICATION

Name of Discipline	Institute	Institute Recognition	Date of Joining	Date of finishing	Percentage Gain (%)
PROFESSIONAL DEGREES					
BACHELOR OF COMMERCE (B.Com)	Astral Institute of Professional Studies (AIPS)	Devi Ahiliya Vishwavidh yalaya (DAVV)	2019	2022	70%
ACADEMIC QUALIFICATION					
HIGHER SECONDARY EXAMINATION 12 <sup>TH</sup>	Sri Harihar Bal Vidya Mandir, College in Khurahat, Uttar Pradesh, India	Uttar Pradesh State Board of Education	2016	2017	75%
HIGH SCHOOL EXAMINATION 10 <sup>TH</sup>	Sri Harihar Bal Vidya Mandir, College in Khurahat, Uttar Pradesh, India	Uttar Pradesh State Board of Education	2014	2015	74%

EXPERIENCE DETAIL

ORGANIZATION NAME	Position Held	Starting Date	End Date	Nature of Duty
Carryfast Logistics Pvt. Ltd. – Indore	Accounts Support Executive	Sept 2021	Dec 2022	<ul style="list-style-type: none"><li>Managed inventory records &amp; basic accounting tasks</li><li>Processed bills &amp; vouchers, ensuring timely entries in accounting systems</li><li>Assisted in tracking logistics expenses &amp; generating reports</li><li>Worked closely with the finance team to streamline operational processes</li></ul>
MANAKCHAND MOHANBAI HOSPITAL & RESEARCH CENTRE (MMHRC) – Indore	Administrative & Accounts Assistant	Jan 1, 2023	N/A	<ul style="list-style-type: none"><li>Maintained daily financial records using Tally Prime</li><li>Prepared &amp; verified purchase, sales, &amp; expense invoices</li><li>Assisted in preparing monthly financial reports &amp; reconciliations</li><li>Supported administrative tasks &amp; internal coordination with departments</li><li>Handled data entry &amp; managed filing of important documents</li></ul>

DECLARATION: -

- I hereby declare that all the above-mentioned information is true to the best of my knowledge & belief.

Mr. Prashant Rai

Accountant