

Sarv Prakash Kr Mishra
A-603 Rashmi Vihar Society
Narol Ahmedabad Gujarat
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Profile Handling ~ Accounts Receivable & Payable, Reconciliation of Sundry Debtors & Credits

CAREER OBJECTIVES:

To pursue a challenging career in allied areas of accounts and finance have vast Growth potentials to contribute my skills and experience in growth of Organization, to obtain position of responsibility offering a challenge in Which I can utilize my best knowledge of professional skills.

Professional Qualification:

B.COM Babasaheb Bhimrao Ambedkar University Muzaffarpur Bihar.

Current Organization: TATA CROMA (A ELECTRONIC RETAIL STORE).

Ahmedabad. Gujarat

Duration: 16th Aug 2021 to till date

Designation- ADM-Accounts & Admin

Key Responsibilities:

- ☐ Day to Day Accounting work of Payables, Receivables, Bank Reconciliation, Ledger Maintenance and other Accounting entries.
- ☐ Entries cash/bank vouchers on daily basis, reconciliation of cash and bank on monthly Basis.
- ☐ Maintain Petty Cash Register and with supporting documents.
- ☐ Ensure an accurate and timely monthly, quarterly and year end closures of accounts.
- ☐ Coordinate with Internal and Statutory Auditors by providing necessary information for their work.
- ☐ Prepare of daily MIS.
- ☐ Monthly GST Working.
- ☐ Ensure timely bank payments.
- ☐ Maintain stock of material without any variance in by conducting stock verification of documentation.

- ❑ Vendor & Customer Reconciliation in SAP (balance conformation) done on every quarter.
- ❑ Responsible for property maintenance and housekeeping.
- ❑ Banking Works like a Cheque issue, Clearing, cash Deposit, NEFT & RTGS

Organization: Miraj Entertainment Ltd.

Ahmadabad. Gujarat

Duration: 15th Jan 2018 to 15th Aug 2021 Designation- Commercial Account Executive

Organization: Axis Life Science Pvt. Ltd.

Ahmadabad. Gujarat

Duration: July 2012 to 15th Jan 18 Designation- Accountant. And Administration

Academic Credentials

- ❑ B.COM. From B.R.A.B. University, Bihar in 2009-2012
- ❑ Higher Secondary from Bihar Board, in 2007-2009

Computer Proficiency:

- SAP (S4 HANA 1610)
- Tally Version -ERP 9 (5 Year Experience)
- Proficient in Handling MS-Office Packages

PERSONAL OVERVIEW

- ❑ Number Crunching
- ❑ Quick Learner
- ❑ Attitude–Ever Positive, Never Negative
- ❑ Effective Communication Skill
- ❑ Team Handling

Personal Details

- ❑ Date of Birth : 16th Feb 1991
- ❑ Father's Name : Shree Krishna Narayan Mishra
- ❑ Marital Status : Married
- ❑ Email: - : sarvkumar1991@gmail.com

DECLARATION

I affirm that I have neither given any false information nor withheld any that may affect my Candidature

(Sarv Prakash Kr Mishra)