

# Curriculum-Vitae

## Prince Kumar

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**An Account officer with 7+ years of rich experience.**

### CAREER OBJECTIVE:

To explain my knowledge and skill for the development of myself and professionally manage organisation that offers professional growth.

### KEY SKILL:

- Knowledge of Indirect tax
- Internal Audit
- Tax Filing
- Bank Reconciliation
- Balance Sheet
- Accounts Payable
- Accounts Receivable

### PROFESSIONAL EXPERIENCES:

**Doosan Power Systems India Pvt Ltd.** (Project NTPC Barh Patna, Bihar)  
(Manufacturer & Supplier of Energy, Water Plants, Castings & Forgings, Construction Equipment)

*Accounts Officer (March 2016 to Present)*

- Accounts payable
- Bank reconciliation and credit card settlement.
- Analysing, examining, and interpreting account records, compiled financial information, and reconciled reports and financial data.
- Monthly Vendors Payment and Cash settlement.
- MIS report at the end of month.

#### **S. P. Engineering and Electronics**

(Manufacturing Goods and Passenger elevators)

*Accounts Officer (December 2014 to March 2016)*

- Accounts payable and receivable.
- VAT, Service tax and TDC filing.
- Preparing report for all accounting activities.
- Process journal entries and perform accounting corrections to ensure accurate records.

**Cross Roads India Assistance Pvt Ltd.**

(Automobile assistance and repairs service)

*Assistance Accountant (August 2012 to Oct 2013)*

- Accounts payable
- Vendor's payment.
- Maintaining journal entries

**EDUCATIONAL QUALIFICATION:**

CLASS / COURSE	YEAR OF PASSING	BOARD/UNIVERSITY	MARKS
BBA (Finance)	2012	J. P. U, Chapra	69%
12th (Commerce)	2009	B.S.E.B. , Patna	71%
10th	2007	B.S.E.B. , Patna	57%

**COMPUTER SKILLS:**

- Operating System: Windows 10, Windows 7, Windows XP
- MS Office: Excel, Word, Power Point
- Accounting Platform: Tally ERP 9 & Oracle ERP and Others

**STRENGTHS:**

- Always try to give my 100% for the team.
- Fast learning is my key strength and i am devoted to my work.

**PERSONAL DETAILS:**

Date of Birth: 15 -December – 1991

Gender: Male

Nationality: Indian

Passport Details: Passport No. R3334883 Valid till 18th Sep 2027.

Language: Hindi, English & Gujarati

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Prince Kumar