

# SURAJ MISHRA ASSISTANT ACCOUNTS

✉ kalka2pwd@gmail.com

☎ +91 8352987343

📍 VILL PARWA PURE JHALE PO BIKAPUR DISTT AYODHYA PIN-224204 U.P

📅 12/08/1996

🚩 INDIAN

🛂 PASSPORT NO-R6821048

💍 UN-MARRIED

🚗 UNION OF INDIA HP15 202000000343

🌐 [www.linkedin.com/in/suraj-mishra-9730031a1](http://www.linkedin.com/in/suraj-mishra-9730031a1)

## Profile

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prepares budgets and records and sends invoices for services or products rendered by company employees that have been approved by management. They handle cash transactions and perform other administrative duties as needed, such as making presentations about financial reports. They should also have computer literacy for this position's work environment. The ability to manage various workload volumes is also essential, as that might fluctuate daily. process and record transactions and prepare reports or budgets as needed. They may also support them by emailing clients and fact-checking data for accuracy.

## Education

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08/2014 – 12/2019  
PANCHKULA, INDIA      **KURUKSHETRA UNIVERSITY**  
*BACHELOR OF COMMARCE*

04/2013 – 05/2014  
PARWANOO, INDIA      **GOVT SENIOR SECONDARY SCHOOL PARWANOO**  
*12TH:-*

04/2011 – 04/2012  
PARWANOO, INDIA      **NATIONAL PUBLIC SENIOR SECONDARY SCHOOL PARWANOO**  
*10TH:-*

## Languages

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• ENGLISH

## Professional Experience

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09/2022 – present GUJARAT (ANAND HQ), INDIA	<b>NATIONAL DAIRY DEVELOPMENT BOARD</b> <i>PROJECT ASSISTANT (ACCOUNTS &amp; FINANCE)</i> <ul style="list-style-type: none"><li>• BILLING INVOICE</li><li>• PURCHASE ENTRY PETTY CASH</li><li>• BANK RECO, CASH BOOK RECO GST RECO</li><li>• PROJECT RELEATED WORK</li><li>• MS EXCEL MS WORD DATA REPORT PRPARED</li></ul>
12/2021 – 08/2022 NEW DELHI, INDIA	<b>AIR INDIA AIR TRANSPORT SERVICES LTD</b> <i>ASSISTANT ACCOUNTS</i> <b>SAP BILLING</b> <b>EXCEL STATEMENT</b> <b>SAP KNOWKING OFF ENTRIES</b> <b>E INVOICING</b> <b>GST REVENUE MAINTAIN</b>
04/2020 – 10/2021 PARWANOO, INDIA	<b>SATOL CHEMICALS</b> <i>ACCOUNTS ASSISTANT</i> <ul style="list-style-type: none"><li>• SALE INVOCING TALLY ERP 9.0 PRIME</li><li>• PURCHASE JOURNAL VOUCHER ENTRIES PASSING</li><li>• EWAY BILL GST DATA RECO</li><li>• BANK RECONCILISATION</li></ul>
09/2017 – 11/2019 PARWANOO, INDIA	<b>DEWLITE INDUSTRIES</b> <i>ASSISTANT ACCOUNTANT</i> <ul style="list-style-type: none"><li>• BILLING INVOCING</li><li>• CASH BOOK RECO BANK RECO</li><li>• EXCEL MS WORD DATA PREPARED</li><li>• DAILY SALE REPORT</li><li>• STOCK MAINTAIN IN ERP</li><li>• EWAY BILL GST</li></ul>

## Skills

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1. ACCOUNTING INVOICING BILLING	2. SAP TALLY ERP 9.0 PRIME INVOICING
3. ACCOUNTS PAYBLE	4.E INVOICING EWAY BILL GSTR
5. EXCEL MS WORD DELIVERY CHALAN	INCOME TAX INDIVISUAL RETURN FILLING

## Courses

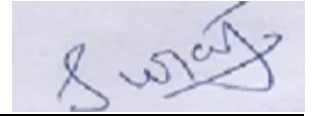
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01/2011 – 05/2012 PARWANOO, INDIA	<b>COMPUTER DIPLOMA (DCA)</b> <i>RIGHT STEP EDUCATION ACADMAY</i>
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## Declaration

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ACCOUNTS EXECUTIVE

A handwritten signature in blue ink, appearing to read 'Suraj', is shown within a light blue rectangular box.

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**SURAJ MISHRA**  
NEW DELHI