



# ANKUSH MISHRA

## Details

### Address

J-587 STREET NO-6 4TH  
PUSTA KARTAR NAGAR  
Delhi, 110053  
India

### Phone

+91 8448079671

### Email

mishra.ankush04@gmail.com

### Date of birth

24-07-1996

### Nationality

INDIAN

## Skills

### Data Entry



### Microsoft Office



### Accounting Transactions



### Financial Statements



### Customer Service



### Teamwork Skills



## Profile

Dedicated and results-driven Data Entry Operator and Accountant with solid experience in both roles. Recognized for fast and accurate data entry, ability to thrive under pressure, and exceptional teamwork skills. Adept at utilizing Microsoft Office and Excel to streamline processes and deliver high-quality results. Proven track record of academic excellence and a strong foundation in Mathematics and Science. Eager to leverage my skills and accomplishments to excel in the desired position.

## Employment History

### Data Entry Operator, Income Tax Department of India

Jun 2018 – May 2019 Delhi

As a Data Entry Operator at the Income Tax Department of India, I efficiently handled data entry tasks and consistently demonstrated the ability to work under pressure and meet deadlines. Utilized my strong computer skills and proficiency in Microsoft Office to ensure accurate and timely data entry.

- Efficiently handled and executed data entry tasks.
- Maintained comprehensive records of summons issued and responses received, ensuring accurate tracking and documentation.
- Verify the information provided by assesseees in response to summons, and reconcile the same with the relevant resources for ensuring accuracy of the information.
- Demonstrated the ability to work under pressure and meet deadlines.
- Utilized strong computer skills and proficiency in Microsoft Office for presenting accurate data in simplified form.


### Accountant, Advocate Abhay Singh's Office

Feb 2017 – May 2018 Delhi

As an Accountant at Advocate Abhay Singh's Office, I managed financial transactions, prepared financial statements, and ensured compliance with applicable laws and regulations. Collaborated with team members to streamline accounting processes and improve efficiency.

- Managed financial transactions and record-keeping.
- Prepared comprehensive accounts receivable reports, ensuring accurate tracking of outstanding invoices and payments.
- Maintained detailed accounts payable records, facilitating timely and accurate vendor payment.
- Managed the filling of ESI and EPF returns, ensuring compliance with regulatory requirements and deadlines.
- Collaborated with team members to streamline accounting processes and improve efficiency.

## Assistant, Chief Life Insurance Agent

Jul 2016 – Jan 2017  Delhi

As a Chief Life Insurance Agent at Assistant, I effectively managed life insurance sales operations and provided exceptional customer service. Additionally, I consistently met and exceeded sales targets through strategic planning and client relationship management.

- Efficiently managed life insurance sales operations.
- Consistently met and exceeded sales targets through strategic planning and client relationship management.
- Provided exceptional customer service to clients.

## Education

Indira Gandhi National Open University, Delhi, Bachelor of Science (B.Sc.)

Jul 2015 – Dec 2021

DAV Sr Sec School No. 1, Higher Secondary Education

Apr 2014 – Mar 2015

DAV Sr Sec School No. 1, Secondary Education

Apr 2012 – Mar 2013