

KISHAN VERMA

9118818410 | kishan7777verma@gmail.com

 /kishanverma22

 @kishan-verma-02

Objective

Motivated and detail-oriented individual looking for an entry-level role where I can utilize my strong skills in MS Excel for data handling and reporting, as well as Tally Prime for accounting and financial tasks, to contribute to the efficiency and growth of the company.

Education

- **Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur** 2023
B.A.
- **Central Public Academy Chauri Chaura Gorakhpur UP** 2019
12th
- **National Institute Of Electronics And Information Technology (NIELIT)** 2023
O level

Skills

- **MS Excel :**
 - Data Entry & Management:** Accurate data entry and organization for reporting and analysis.
 - Formulas & Functions:** Knowledge of VLOOKUP, SUMIF, IF statements, and other basic functions.
 - Pivot Tables & Charts:** Experience creating Pivot Tables to summarize data and Pivot Charts for easy analysis.
 - Power Query:** Basic knowledge of Power Query for cleaning and transforming data.
- **Tally Prime:**
 - Voucher Entries:** Entering sales, purchases, receipts, and payment transactions in Tally Prime.
 - Accounting & Bookkeeping:** Handling voucher entries and managing ledgers in Tally Prime.
 - Financial Statements:** Creating Balance Sheets and Profit & Loss Statements.
 - Tax Calculation & Filing:** Calculating taxes and filing returns with Tally Prime.

Project

Coffee Shop Sales Dashboard :

- Built a Sales Dashboard in Excel using Pivot Tables to track and analyze sales data.
- Cleaned and combined raw sales data using Power Query for accurate analysis.

Tools Used : MS Excel, Power Query.

Sales and Purchase Order Management :

- Tracked orders from customers and suppliers.
- Generated reports for sales performance and supplier management.

Tool Used : Tally Prime.