

# SHIVAM KUMAR

Roll No.: 210101120245

Bachelor of Technology

Centurion University Of Technology And Management, Bhubaneswar

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🌐 GitHub

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## CAREER OBJECTIVE

Detail-oriented Accounts Executive with a strong foundation in **Financial Accounts** and **Engineering Economics & Costing**. Proficient in **Tally Prime** and **Tally ERP 9** with practical exposure to bookkeeping, GST, TDS, and financial reporting. Experienced in balancing academics with real-world accounting responsibilities, eager to contribute effectively to organizational growth.

## EDUCATION

### •Bachelor of Technology in Computer Science and Engineering (Cyber Security)

2021–2025

Centurion University of Technology and Management, Bhubaneswar

CGPA: 8.39

**Relevant Coursework:** Financial Accounts, Engineering Economics & Costing

## PRACTICAL EXPERIENCE

### •Part-Time Accounts Assistant

2023–2024

Self-supported work

2–4 hrs daily during college

- Maintained **journal entries, ledgers, and invoices**.
- Worked with **Tally ERP 9 & Tally Prime** for transaction recording.
- Assisted in **GST basics, bank reconciliation, and documentation**.

## SKILLS

- **Accounting:** Journal Entries, Ledger, Trial Balance, P&L, Balance Sheet
- **Costing & Finance:** Cost Sheets, Depreciation, Budgeting, Break-even Analysis
- **Taxation:** GST Basics, TDS, Income Tax Return Filing
- **Software:** Tally Prime, Tally ERP 9, MS Excel (Pivot Tables, VLOOKUP), MS Word, PowerPoint
- **AI Integration:** Proficiency in AI tools for Excel automation, financial reporting & predictive analysis
- **Other:** Bank Reconciliation, Payroll Processing, Documentation

## CERTIFICATIONS

### •Tally ERP 9 & Tally Prime

2025

### •GST Practitioner Basics

2025

## STRENGTHS

- Accuracy & Attention to Detail
- Strong Analytical & Problem-Solving Skills
- Deadline-Oriented and Disciplined
- Teamwork & Communication

## POSITIONS OF RESPONSIBILITY

### • Annual college festival, Student Coordinator CUTM Gjajoyoti Event -

Feb - March 2024

- Led the planning and execution of the annual college festival, managed responsibilities, and ensured participant engagement.