

BRAJ KISHOR MISHRA

H.NO. F 140 Punjabi Basti,
Baljeet Nagar Delhi-11008

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Objective:

To obtain the highest level of excellence in the growth oriented organization and utilize my skill as a resource for all kinds of challenging job and upgrade my knowledge.

Computer Skills:

- ❖ MS Office: MS Excel, MS Word,
- ❖ Tally ERP-9
- ❖ Working Knowledge of Internet.

Working Experience: (2 Years+)

- ❖ Working with **Formidable Merchandise pvt.ltd** from May'2018 to till now as an Accounts & Finance.
- ❖ Worked with Bimal tax Consuctant) as an Assistant inAccounts & Audit April'2017 to April'2018.

Academic Qualification:

- ❖ 10th Passed From (BSEB)2012.
- ❖ 12th Passed from (BSEB)2014.
- ❖ B.Com From L.N.M.U university Bihar i 2017

Job Profile :

- ❖ Preparation and passing of all type of vouchers.
- ❖ Reconciliation of Bank & Cash.
- ❖ Deduction of T.D.S. As per IT Norms and deposit.
- ❖ Up-Keep and Maintenance of Cash Book, various Accounts ledger.
- ❖ Billing Work
- ❖ Reconciliation Of Vendor account & Party Account.
- ❖ Working Knowledge of GST Registration and File Gst Return.

Hobbies: -

- ❖ Listening Music, reading books, Playing Cricket.

Strength:-

- ❖ Quick Learner, adaptable and friendly.
- ❖ Ability to work under pressure.

Personal Details:-

Fathers Name	-	Mr.Shashi kant Mishra
Date of Birth	-	09-01-1997
Marital Status	-	Unmarried
Language Known	-	English & Hindi

Place: Delhi.

Date:

Braj Kishor