**PRAVEEN KUMAR**

**Contact No:** - 91+ 9455295637~ **E-Mail** – praveenkumar78780@gmail.com

**Seeking assignments as Accountant with a reputed organization**

**SUMMARY**

* A diligent professional with 4+ years experience in accounting, data entry management and client relationship management
* Presently associated with Government Gundadhur PG College as a Guest Assistant Professor
* Excellent knowledge of the subject and also has great practical knowledge
* Proficient knowledge of accounting regulations and standards
* Detail-oriented, efficient and organized professional with extensive experience in accounting systems
* Proven track record in consistently and effectively delivering accounting services that enhance the company's profitability
* Possess good communication, interpersonal and problem solving skills, with the ability to make well thought out decisions

**CORE SKILLS**

* Accounts Management
* Auditing
* Financial Account Management
* Reporting Skills
* Financial Reporting & Analysis
* Bookkeeping
* Data Entry Management
* Client Relationship Management

**EXPERIENCE**

**Government Gundadhur PG College, Kondagoan | |** **Guest Assistant Professor || Aug’17 till date**

*Key Responsibilities:*

* Delivering lectures to students and encouraging them to achieve their academic goals
* Providing instructional assistance and monitor students progress
* Participated in student recruitment registration and placement activities
* Developing and conducting reading, writing, study skills and related workshops
* Encouraging students to participate in the academic programs
* Assisting in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress and provided appropriate feedbacks
* Maintaining regular communication with parents and staff regarding students’ progress

**Highway Hospital || Accountant || Jul’15 to May’17**

*Key Responsibilities:*

* Handled patient’s accounts and then forwarded bills to patients for the balance owing
* Maintained account controls by preparing and recommending policies and procedures
* Created budgets and forecasts for the management group
* Kept an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
* Reported to management regarding the finances of establishment
* Ensured timely and accurate delivery of monthly, quarterly and annual account reports

**ACADEMIC QUALIFICATIONS**

2017: Diploma (Tax Management) from Banaras Hindu University, Varanasi with 62.10% marks

2015: M.Com from Guru Ghasidas Central University, Varanasi with 68.20% marks

2013: B.Com from Mahatma Gandhi Kashi Vidyapith, Varanasi with 56.40% marks

2010: 12th from Prabhu Narayan Rajkiya Inter College Ramnagar,Varanasi with 67.40 marks

2008: 10th from Mahamana Malviya Inter College, Bachhaon , Varanasi with 45 % marks

**TECHNICAL SKILLS**

* Well versed with MS Office and MS Word

**PERSONAL DETAILS**

**Date of Birth:**  12th January, 1992

**Languages:** English and Hindi

**Address:** Bandepur, PO. Bachchhaon, teh. Sadar, district, Varanasi, 221011