**Prakash Shukla**

E Mail: prakashshukla124@gmail.com

Contact: + 91 9711368334, 8810641488

**Career Objective: -**Adding value to the organization by being a productive and an efficient leader, and a committed team member. Taking multifaceted challenge is what I aim at, to pursue my goals and rise above in my carrier Graph.

**Educational Qualification**

* B.com From Delhi University(SOL DU) in Year of 2019
* Intermediate Completed from CBSE Board in 2015
* Matriculation Completed from CBSE Board in 2013

**Additional Qualification**

* Diploma in DIFA (Diploma In Financial Accounting) From DICS(Delhi Institute Of Computer Science), Daryaganj, Delhi
* MIS & Analysis Course (Management Information System) Form MAATI MIS & ANAYLISS INSITUTE , NEW ASHOK NAGAR METRO STATION
* Having Knowledge of Tally Erp 9 & BUSY Accounting Software ,
* Advance excel (formulas like Vlookup, Vlookup+columns, vlookup+arrays, vlookup+match,vlookup+right , vlookup+left, hlookup,hlookup+columns , hlookup+arrays, transpose, Index+match, sumif, sumifs, countif , countifs , if,sumproduct,iferror,len,concatenate,)
* Having good typing speed approx.35 wpm

**Career Highlights**

**Since 5th August 2017 to till date in Raghav Cables Pvt.Ltd (Mkt Company Of Empire Cables Industries)**

***(****The Concern is an ISO certified Organization). A leading Manufacturer of all Industrial and Domestic Wire last 40 years. Supply in all Govt. Department like BHEL, NTPC, PWD, Power Grid, PGVCL. Company provides all kinds of wire like FRSL Cable ,Power Cable, Control cable. Carry ISI certification mark)*

**My Responsibilities: -** *business development, preparing billing data handling of Agents(telesalesEx )who is calling to the customer, interaction with clients*

**Key Responsibility:** -

* + Bank Reconciliation
  + Process / Maintain all Accounts Payable and Receivable
  + Sale , Purchase ,Receipts , Payment, Debit Note , Contra ,Credit Note entries in Busy
  + Generating E- Way Bill
  + Maintaining Stock in Excel Sheet
  + Generating GST Summary in Busy
  + Generating GST 3B from Busy
  + Generating Sales & Purchase Register in Busy

**Since 7thFebruary 2017 to 26th July 2017 in Yaksh Trading Co.( C& F Firm of Shreedhar Milk Limited) as Accountant.**

**My Responsibilities: -** Creating all Billing Process of Distributer’s of **Shreedhar Milk Limited** North East Delhi form Demand Sheet, Maintaining their Accounts, Maintain Stocks .

**Key Responsibility:** -

* + Daily Billing Process of Distributer’s as their Demand
  + Maintaining Accounts Of Distributer’s
  + Maintaining Stock of Cooled storage
  + Recording All Transaction Related To Bank

**Strengths: -**

* Confidence
* Positive Attitude
* Team Working
* Willingness to work regularly / long hours

**Personal Profile**

Name : Prakash Shukla

S\O : Shri Dinesh Chand Shukla

Date of Birth : 13/06/1996

Language known : Hindi, English

Marital status : Unmarried

Nationality : Indian

Hobbies : Listening Music, Reading Book

**Address**

House No: 378/3 Gali No. 9A ,ShaheedBhagat Singh Colony

West Karawal Nagar,

Delhi - 110094

I hereby declare that the above information, I have furnished is true to the best of my knowledge.

Date \_\_\_\_\_\_\_\_\_\_ Signature

Place \_\_\_\_\_\_\_\_\_\_

(Prakash Shukla)