PRASHANT SHARMA   
Email: [prashantsharma1215@gmail.com](mailto:prashantsharma1215@gmail.com) Mobile no. 9868740037, 7982463440

**Objective**Strong numerical and analytical skills with **Bachelor of Commerce**; seeking a position as **Accounting Executive.  
  
Accounting Skills**- well versed with all the accounting aspects.  
- Good interpersonal and communication skills.  
- Responsible for complex interaction with clients.  
- Ability to work under pressure.  
- Ability to handle complexity and ambiguity.  
- Ability to identify and correct any minor or major mistakes in accounts.  
- Maintaining good record of all accounts, which is understood by others. **Professional experience**Working as Accounting Executive in “**Nitin & Associate’s (TAX CONSULTANT)**” Since 31/march/2018 to till date.

**Responsibilities**- Reviewing, compiling and financial information.  
- Maintaining day-to-day cash inflows and outflows.  
- Prepare and review budget.  
- Maintaining, controlling the expenses of the company.  
- Reporting the daily, weekly and monthly fund statements.  
- Interacting with internal and external auditors in completing the audits.  
- Completing all the activities on same day without keeping any pending works.  
- Using different types of accounting software.  
- Ensuring that all accounting related activities follow company standards.  
- Presenting accounting issues and results to executive committees and upper management.  
- Managing the account budget and invoice with the client.

**Personal Qualities**- Self- confidence.  
- Willingness to learn New Things.  
- Good communication skills.  
- Straight forward to work.  
- Quick learner.  
  
**Qualification**  
- **Graduate (B.COM)** from “DELHI UNIVERSITY” in year 2017.  
- **E-Accountant** course from “OXFORD SOFTWARE INSTITUTE” in year 2015.  
- **12th** form “CBSE Delhi” in year 2014.  
- **10th** from “CBSE Delhi” in year 2012.

**Computer Skills**  
- Basics (MS-Word, MS-Power point, MS- Excel).  
- Internet Concepts.  
- Tally ERP9.  
- Many accounting Software (shortcuts).

**Personal Details**Date of Birth : 24th/January/1997  
Marital Status : Single  
Nationality : Indian  
Languages Known : English, Hindi  
Address : 530/9, west kanti nagar, Delhi- 110051

Place: Delhi  
Date:

PRASHANT SHARMA