

PRATYAKSH MOHAN MISHRA

PERSONAL

ADDRESS

SHIV DHAAM, VIKAS BHAWAN ROAD,
GAYATRI NAGAR ,
Barabanki , Uttar Pradesh , India

PHONE

8176953224

EMAIL

pratyakshmishra74@gmail.com

SKILLS

Microsoft Office Excel ★★★★★

Tally ★★★★★

Microsoft Office ★★★★★

Powerpoint

HOBBIES

Stock Broking

Reviewing Company Profile

Studying Business Fundamentals

LANGUAGES

Hindi , ★★★★★

English ★★★★★

My core strengths include adaptiveness to different working environments along with a positive attitude towards work. this has allowed me to be versatile in my professional life. Apart from that, I am very confident and energetic, which has inculcated a " Can Do" attitude.

EXPERIENCE

Sale Associate

Aug 2020 – Mar 2021

JS Distributer, Lucknow , Uttar Pradesh

- Marketed and sold a full range of products such as Laptops, Desktops, and other related computer peripherals of branded companies such as Lenovo, Hp, Acer, Asus.
- Engaged with customers to effectively build rapport and lasting relationships.

Accounts Associate

Apr 2020 – Mar 2021

Dhenumati Apartments , Lunknow , Uttar Pradesh, Lucknow , Uttar Pradesh

- Managed book of business worth 70lakhs across 54 accounts in Dhenumati Appartment.
- Verifying the input Credit and output debit of differents maintenance activities throughout the year.
- maintaining the ledger reports in line with the bank statement records fortnightly.

INTERNSHIPS

Fairfield By Marriott

Apr 2019 – Aug 2019

Accounts payable trainee

- Maintaining track of all payments and expenditures, including, purchase orders, invoices, statements.
- maintaining and safekeeping historical records bills and invoices of clients.
- paying vendors by scheduling paycheques.
- preparing analyses of accounts and producing monthly reports.

EDUCATION

MBA

Aug 2019 – July 2021

Swami Vivekanand Subharti Unviersity , Meerut

- Received 70% Marks

Bachelor Of Commerce : Commerce

Aug 2014 – July 2017

Dr. R.M.L Avadh Unviersity Faizabad, Barabanki

- Received 51 % Marks

Intermediate : Commerce

Apr 2012 – Mar 2014

St. Anthony's School , Barabanki

- Received 56 % Marks

High School: Science Education

Apr 2010 – Mar 2012

St. Anthony's School, Barabanki

. Received 5.6 % CGPA

CERTIFICATIONS

Course On Computer Certificates

July 2017