

# CURRICULAM-VITAE



## **PRADEEP MISHRA**

J-2B,218/2  
GUPTA COLONY  
SANGAM VIHAR  
NEW DELHI-110080  
**MOB:- +91-8700061806**  
**EMAL:- PRADEEPMISHRAJI33@GMAIL.COM**

### **Carrier Objective:-**

- I Would Like To Higher Position In My Future. I Would Like To The Work In That Company Which Could Provide Me Good Chance To Show My Performance. TO Secure a Challenging Position In a Reputable Organization to Expand my Learning, Knowledge and Skill.

### **Educational qualification:-**

- ≥ I passed 10<sup>th</sup> from C.B.S.E. Board in 2015.
- ≥ I passed 12<sup>th</sup> from C.B.S.E. Board in 2017.
- ≥ I have pass graduation in B.COM from DELHI UNIVERSITY.
- ≥ I have done Basic computer diploma course from C.tech Cura in 2018.

### **Professional Qualification:-**

- ≥ MS.WORD
- ≥ MS.EXCEL
- ≥ Tally ERP9.

### **Work experience:-**

I work in Vishal Paints & Hardware since march 2018 as an Accountant.

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Prepares payments by verifying documentation, and requesting disbursements.
- Voucher entry of purchase and sale.

**Personal Details:-**

Father's Name : Mr. Gokaran Nath Mishra  
Date Of Birth : 20<sup>th</sup> July 2000  
Sex : Male  
Marital status : Unmarried  
Nationality : Indian  
Religion : Hindu  
Languages Known : Hindi & English

**Declaration:-**

I hereby declared that all the information provided here are correct to best of my knowledge references will be provided on demand.

**Date:-**

***(PRADEEP MISHRA)***