

Curriculum Vitae

KANISHK SHUKLA

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CAREER OBJECT:

- To be part of a business organization where I can learn & excel professionally by utilizing my professional skills which can bring a change & growth & forming asset of organization so that long term goals of organization can meet with my prosperity.

JOB PROFILE:

- **Accounting Profile:**

- Daily Bank statement in excel
 - Preparing Assets and Liabilities in excel with Bank and Holding Stocks
 - Monthly Cash flow of with Future Income & Expenses in excel
 - Daily Cash flow with Future Incoming Stocks Maintains in excel
 - Stock statements and reconciliation in excel and software
 - Bank Reconciliation (Half monthly, Monthly)
 - Online Vendor payments
 - Payment collection from clients place maintains in excel
 - Client and vendor coordination
 - Sales & Purchase bill entries
 - Knowledge of Microsoft Office Word, Microsoft Office Excel, Tally
 - Petty Cash, Daily Cash Transactions & Collection, Cash Payments maintain
 - Prepare Purchase Order
 - Prepare in Excel Stock Register, Purchase & Sale, Bank Statement & Outstanding
 - Monthly Income and Expense Statement
 - Coordinate with auditors for statutory and internal audits
 - Periodic Management Report
 - Management analysis for cost control and profitability
 - Additional Duty (SAD) Documentation prepared
 - Online Custom Duty Payment
 - Prepare Import Documentation, Personal Documentation, Etc.
 - Experience in Import documentation material through bank and receivable management.
 - Online payment of TDS, Service Tax and Professional Tax.
- **Total Work Experience 4 years:**
 - Worked with Vaishnavi Motars as Accounts Cashier from Jun.16 – Jun.17:- 1 years.
 - Presently worked with AHS Infa Pvt. Ltd. Aug.19 – Till Date.

● **Passport Number - N1336462**

- Date of Issue : 14/07/2015
- Date Of Expiry : 13/07/2025
- Place Of Issue. : Lucknow Uttar Pradesh India



YEAR	QUALIFICATION	%Achieved	UNIVERSITY/BOARD
June 2009	10th	58.16%	RKS Inter College Bahraich UP Board
Jun 2012	12th	64.60%	RDB Inter College Bahraich UP Board
Jun 2015	BA	45.50%	Dr Ram Manohar Lohiya University Faizabad UP
March 2012	ADCA	81.76%	KICT Computer



- FINANCE & ACCOUNTING
- BANKING
- MICROSOFT OFFICE



- Ready to learn new software
- Playing Cricket
- Listening Music



Birth Date:	07 th April 1992
Nationality:	Indian
Gender:	Male
Marital Status:	Married
Languages:	English, Hindi, Nepali.
Religion:	Hindu



Available on request.

Place: Lucknow Uttar Pradesh India

Date:

(Kanishk Shukla)