



Phone: +971 -563773064
Email: dsrivastava661@gmail.com

Detail-oriented, efficient and organized, result oriented professional with experience in accounting systems and Sales associates. Possess analytical and problem-solving skills, with the ability to make independent decisions. Holder of master's degree in Commerce with Other certification.

CAREER



Organization	: TPAC	TPAC PACKAGING	RESPONSIBILITIES:
Duration	: November 2021-Present		<ul style="list-style-type: none"> Preparing GRN verify with PO&delivery order and invoice, approve from our side after confirmation of QC Team.
Designation &	: Accountant Warehouse Executive		<ul style="list-style-type: none"> Accounting API with accuracy of amount, vat, vendor name and both the party tm should be mention in purchase invoice invoice
Industry	: Manufacturing industry		<ul style="list-style-type: none"> Generating sales invoice for all sales happen in every days check all the supporting documents should be attached with invoice
Location	: Sharjah, UAE		<ul style="list-style-type: none"> Handling petty cash for day to day expences and closing without discrepancy
Weekly report submitting to manager			<ul style="list-style-type: none"> Accounts receivable and accounts payable aging report, vat input and output

Organization	: Byblos Hospitality	BYBLOS Hospitality	RESPONSIBILITIES:
Duration	: July2020 – November 2021		<ul style="list-style-type: none"> Keeping track all requisition request from verios department check and approve for necessity
Designation	: Accountant payable		<ul style="list-style-type: none"> Approved grn and posting api from daily basis
Industry	: Hospitality		<ul style="list-style-type: none"> Research and resolve for vendor and employee query
Location	: Dubai, UAE		<ul style="list-style-type: none"> Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit
Weekly reports submitting to manager			<ul style="list-style-type: none"> Accounts payable aging report, bank reconciliation report, cash flow report

Organization	: IMG World of adventure	IMC WORLDS of ADVENTURE	RESPONSIBILITIES:
Duration	: May 2018 – July 2020		<ul style="list-style-type: none"> Assisting guest to find the goods and products they are looking for
Designation	: Retail Assistant		<ul style="list-style-type: none"> Being responsible for processing cash and card payments
Industry	: Theme Park		<ul style="list-style-type: none"> Stocking shelves with merchandise
Location	: Dubai, UAE		<ul style="list-style-type: none"> Responsible for security within the store

Organization	: Piceno Pvt. Ltd.	picano Pvt. Ltd.	RESPONSIBILITIES:
Duration	: February2016-January 2018		<ul style="list-style-type: none"> Posting and processing general entries to ensure all business transactions are recorded
Designation	: Assistant Accountant		<ul style="list-style-type: none"> Review data to ensure that proper procedures are being followed
Industry	: Events		<ul style="list-style-type: none"> Issuing and receiving cash
Location	: Delhi, India		<ul style="list-style-type: none"> Responsible with account payable and receivable with accurately



OBJECTIVES

Looking for employment in Finance Department to provide effective and quality support to accounting and financial responsibilities by applying exceptional knowledge of basic accounting principles and ability to operate computerized accounting systems and office applications.



Achievements

- Promoted within a year timeframe for Reatail to Finance Department in IMG World of adventure
- Best Team Player in Picano Pvt. Ltd. In 2017
- The Ultimate Contributor Picano Pvt. Ltd



Skills

Time Managements:

Communication up:

Systems analysis:

Self-motivated:

Accuracy:

Project Based work

- With the knowledge of various software our team design, production and setup more then 12 maredge and corporate events.
- Design stall for exhibition for the different clients.



EDUCATION

INSTITUTE	LEVEL OF EDUCATION	FROM / UNTIL
Mahatma Gandhi kashi vidyapith obra Sonebhadra, India	Master of Commerce	2011 2013
Veer Bahadur Singh Purvanchal, Obra, Sonebhadra	Bachelor of Commerce	2008 2011
MACC Preet Vihar (Delhi)	3D Graphic Design Certification Program (DVP)	2013 2014
Sai At Point Obra Sonebhadra	Diploma in Computer Application	2010 2011



COMPUTING KNOWLEDGE

➤ MS Office (word, excel, powerpoint, Outlook)	➤ 3ds max
➤ Vlookup	➤ Photoshop cs6
➤ Tally	➤ Autocad
➤ POS	➤ Graphics software
➤ SBMS	➤ Corel
➤ CEGID	➤ After effects



Excel



OneNote



Outlook



Word



PowerPoint



PERSONAL DETAILS

- Nationality : Indian
- Gender : Male
- Date of Birth : 6th August 1991
- Marital status : Single
- Language known : English and Hindi
- Strengths : Perseverance & Firm Determination
- Hobbies : Listening music
- Passport details : Number –L1669960, Issued on: Expiring: 12/05/2023



REFERENCE

Name : Prashant +971547906773

Job title: Team Leader Company name : IMG World of adventure