

PRASHANT PANDEY

Accounts Executive

CONTACT

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PROFILE SUMMARY

A dedicated and skilled professional with a Master's in Commerce (M.Com) specializing in finance and accounting. Proficient in a wide range of computer applications, including Tally Prime, MS Office Suite, Power BI, and CorelDraw, with additional expertise in UAE VAT systems. A quick learner with hands-on experience in computer operations, bookkeeping, and financial modeling. Possesses a strong teaching background with a focus on delivering practical knowledge in commerce and accounting.

EDUCATION

2021 - 2023

DR. RMLAU UTTAR PRADESH

- Master of commerce

2018 - 2021

DR. RMLAU UTTAR PRADESH

- Bachelor of commerce

WORK EXPERIENCE

Raksit Computer Shop, Lucknow

Computer Operator
2021 - 2022

- Managed daily operations, assisting an average of 25+ customers per day with software installations, system updates, and technical support.
- Processed 100+ customer transactions monthly, using Tally Prime for accurate bookkeeping and record management.
- Assisted with maintaining inventory of 200+ products, ensuring the availability of essential hardware and software items.
- Trained 5 new hires in technical and customer service skills, helping improve overall efficiency in the store.

Diksha Coaching Centre,

Ayodhya, Uttar Pradesh
Commerce and Accounting Instructor
2022 - 2023

- Taught commerce and accounting concepts to over 50+ students across 2 years, improving their understanding and exam performance.
- Developed customized lesson plans and assessments, leading to a 20% improvement in student pass rates.
- Conducted monthly evaluations for students and provided personalized feedback, resulting in increased engagement and subject proficiency.
- Helped 10+ students achieve top-tier results in their board exams by providing extra one-on-one tutoring sessions.

KEY SKILLS

- Accounting & Bookkeeping
- Financial Modal & valuation
- Data Analysis & Valuation
- Power BI & IT Literacy (CCC)
- UAE VAT Knowledge
- MS Office Suite (Word, Excel Power point), CorelDraw
- Teaching & Mentorship

Computer Skills

- Accounting Software: Tally Prime, VAT for UAE
- Productivity Tools: MS Word, Excel, PowerPoint
- Data Analytics & Visualization: Power BI, ChatGPT integration in Excel
- Design Software: CorelDraw
- Basic IT Skills: CCC (Course on Computer Concepts), Internet Operations

LANGUAGES

- English: Fluent
- Hindi : Fluent