

Om Prakash Menaria

Motivated Accounts Executive focused on maintaining accurate, compliant records and controls. Responsive to dynamic operating conditions. Verifies entries and compares system-generated reports in order to reconcile all submitted work. Analyses all invoices and expense reports in order to accurately credit expenses to correct accounts reconciling and resolving all purchase orders, account discrepancies and amendments.

Work History

- Working experience as account executive at **CA Mahendra Pokhrna & Co.** (Accounting data Entry) from 2019 to 2020
- Working experience as account executive at **CA Anil J Jain & Associates** (Accounting, data Entry,Bank Annual & Quarterly Audit) form 2021 to 2022
- Working experience as account executive **Hindustan Zinc Ltd** at **BRC reconciliation project & GST returnfiling, Data Analysis from 2022 to 2023**
- Working experience as account executive at **Active Touch L.L.C Limited .UAE** (Invoicing, data Entry) for 7 months

Education

2016-18	Completed B.Com from Bhopal Nobles University - Udaipur, Rajasthan
2019-20	Completed M.com from Mohanlal Sukhadia University - Udaipur, Rajasthan
2020-21	Completed Accounting Training from Commerce Hub

SPECIALIZATION

GST Registration, GST Return Filing



Contact

Address

Al manama Street, Meena Bazar, Bur Dubai, United Arab Emirates 122002

Phone

+971-545426912

E-mail

opmrundera96@gmail.com

Skills

GST & UAE VAT

Tally Prime, Busy, Marg Erp9

SAP Software

Advance excel

MS- Word, Power Point

Marketing

Journal Entries

Data Analysis

Bank Reconciliation

Fluent in Hindi and little bit English

Software

Personal Informaom

- Name : Om Prakash menaria
- Date of birth : Mar 11, 1997
- Gender : Male
- Nationality : Indian
- Marital status : Unmarried
- Passport Number : R2854482
- Visa status : On Visit Visa In UAE (Visa Expiry Date : Feb 10, 2024)

Permanent Address :

Rundera, Udaipur (Rajasthan), India
Postal code : 313601

Tally prime , Marg Erp, busy
software ,SAP

Languages

English, Hindi

