

PRABHJOT KAUR**Mobile No: +91-8196975135****Email Id: prabhkaur35666@gmail.com****Amritsar, Punjab, India****POST APPLIED FOR: ACCOUNTANT****PERSONAL INFORMATION**

- Name: **Prabhjot Kaur**
- Date of Birth: **25/07/2004**
- Gender: **Female**
- Marital Status: **Married**
- Nationality: **India**
- Education: **B Com (2024)**
Guru Nanak Dev University, Amritsar
- Languages Known:
• **English • Hindi • Punjabi**

PASSPORT DETAILS

- ❖ Passport No: **X9623976**
- ❖ Issue Date: **01/06/2023**
- ❖ Expiry Date: **31/05/2033**
- ❖ Place of Issue: **Amritsar**

EXPERIENCE

- Presently Working as Accountant with **La Roma Pizzeria Restaurant, Amritsar, India** since 01 year

OBJECTIVES

To leverage my diverse experience in a challenging role that allows me to contribute meaningfully to organizational success. I seek to utilize my skills to drive growth and efficiency while pursuing opportunities for personal and professional advancement within the organization.

SKILLS

- Financial reporting and analysis
- General ledger accounting and journal entries
- Accounts payable and receivable management
- Budgeting and forecasting
- Bank reconciliations and month-end/year-end closing
- Proficiency in accounting software (e.g., QuickBooks, SAP, Xero)
- Strong knowledge of IFRS and GAAP
- Tax preparation and compliance
- Attention to detail and high level of accuracy
- Strong analytical and problem-solving skills
- Time management and ability to meet strict deadlines
- Excellent Excel skills (VLOOKUP, pivot tables, formulas)
- Confidentiality and ethical financial practices
- Communication skills for cross-functional collaboration

DECLARATION

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure that I will execute my duties for the total satisfaction of my superiors.