

# 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 Hindustan Zinc Ltd at BRC reconciliation project & GST returnfiling, Data Analysis from 2022 to 2023

## Education

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

## 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



## 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

Advance excel

MS- Word, Power Point

Document mange

### Analysis

Fluent in Hindi and little bit English

## Languages

English, Hindi