



Brajesh Vishwakarma

Motivated and detail-oriented Accountant with a strong foundation in financial management and reporting. Adept at handling accounting tasks, reconciling accounts, and assisting in the preparation of financial statements. Eager to contribute my skills and knowledge to support the financial success of [Company/Organization]. Motivated Accountant is proficient in MS Office and accounting software. Bringing 1.9 years of hands-on experience managing payroll functions and maintaining accounts payables. Independent and self-motivated team player possessing outstanding mathematics and analytical abilities.

CONTACT

- Chhatarpur, Madhya Pradesh, 471101
- +91 6232 990 763
- brajeshvishwakarma6263@gmail.com

CORE QUALIFICATIONS

- Strategic Planning
- Financial Analysis
- Bookkeeping
- Financial Management
- General Ledger Entries
- Accounting and Bookkeeping
- MS Office Suite
- Customer Relations

LANGUAGES

- Fluent in Hindi and English

HOBBY AND INTERESTS

- Reading books
- Explore new things

EXPERIENCE

Accountant

Shri Balaji public school - Chhatarpur, India

06/2023 - Current

- Assist in maintaining and updating financial records, ensuring accuracy and compliance with accounting principles
- Process accounts payable and accounts receivable transactions, managing invoices and payment schedules efficiently
- Reconcile bank statements and verify discrepancies to ensure the integrity of financial data
- Prepare and file tax documents, including income tax, sales tax, and payroll tax, in adherence to regulatory requirements
- Collaborate with the accounting team to support the month-end and year-end closing processes
- Contribute to the preparation of financial reports, such as profit and loss statements and balance sheets
- Assist in budgeting and forecasting processes to provide valuable insights for business planning
- Utilize accounting software (e.g., QuickBooks, SAP) and MS Excel to manage financial data effectively.

Tally Accountant

Meena mobile & enterprises - Chhatarpur, India

06/2021 - 02/2022

- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls
- Examined financial statements and income statements to review the company's financial performance
- Monitored balance sheets and income statements to evaluate financial performance
- Conducted forecasting and risk analysis assessments to maintain financial stability
- Developed and documented business processes and accounting policies to maintain and strengthen internal controls
- Summarized and interpreted current and projected company financial position for other managers
- Conducted financial analysis and research to advise senior management on forecasting decisions.

EDUCATION

2021

MP CPCT Typing Qualified Typing
MP agency for the promotion of info. Technology

2021

Course on computer concept National
National Institute of Electronic and info.Tech.

2021

PG Diploma in computer application Computer Application
Makhan lal Chaturvedi national university - Bhopal
GPA: 62.4

2019

Bachelor of Commerce (B.Com) Accounting
Govt Maharaja PG College - Chhatarpur MP
GPA: 53.71

2019

Tally Qualified Accounting
CSC Tally academy - Chhatarpur mp