



# SHUBHAM YADAV

ACCOUNTANT

## CONTACT

### Phone

+91 6393843331

### Email

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### Address

441/377 Rastogi Nagar Balaganj  
Lucknow - 226003 UP India

## EXPERTISE

- Tell ERP
- Telly Prime
- MS Word
- MS Excel
- Powerpoint
- Inventory Management
- ADCA Certification

## RESPONSIBILITY

- Monitoring daily communications & answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.
- Updating & maintaining procedural documentation and Inventory.
- Daily and Monthly Sales Analysis
- Swiggy and Zomato Account managing

## ABOUT ME

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

## EDUCATION

- *Passed High School From Bright Career Degree collage in 2013*
- *Passed Intermediate From Bright Career Degree collage in 2015*
- *Passed B.Com From U.P. Rajarshi Tandon University in 2018*
- *Passed M.Com From U.P. Rajarshi Tandon University in 2022*

## EXPERIENCE

- *Working as Team Leader in Chitransh Communication Pvt Ltd Lucknow from (Jan'2013 to Feb '2014)*
- *Working as Team Leader in Swastik Events & Production House Lucknow from (March'2014 to Jan '2015)*
- *Working as Account Assistant in Airtel Head Office Vibhuti Khand Lucknow from (Feb'2015 to March '2017)*
- *Working as Accountant in Ritz Continental Corner Lucknow from (Apr'2017 to till date)*