



# SHUBHAM YADAV

## ACCOUNTANT

### CONTACT

#### Phone

+91 6393843331

#### Email

shubhamyadav8726@gmail.com

#### 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)