**Curriculum vitae**

**Prabhakar Kumar Poddar**

House No. 183,

Street No. 3,

New Sarpanch Colony,

Ludhiana - 141015

Mobile: 8437878747

E-mail: poddarproducts1991@gmail.com

**Objectives:**

* To take up a challenging position in an organization that will utilize my knowledge and professional skills to keep with pace with the latest technologies.

**EDUCATIONAL QUALIFICATION:**

* Passed B.A. From LNMU.
* 10+2 Passed from BSEB.
* 10th Passed from BSEB.
* One year diploma in Computer (DOIT) from Livon Tech, Ludhiana.

**Work experience:**

* 8 year experience in M/s Luxmi Udyog, Ludhiana as Accountant.
* 1Year Experience in M/s Pankaj International as Accountant.

**Work profile:**

* Making Day to Day Voucher Entry in the System like Purchase entry, Sales entry, Bank deposits & Withdrawal and other expenses vouchers.
* Preparing Bank Reconciliation statement specific interval of time.
* Preparing Parties Reconciliation Statement.
* Making NEFT/RTGS.
* Preparing Report on excel.
* Dealing in payment with customers.
* Dealing in transport & Dispatch.

**Strength:**

* Hardworking, Cooperative, Punctual, Quick Learner, Self motivated etc.

**Personal Information:**

Father’s Name : Sh. Ramesh Poddar

Date of Birth : 23/02/1991

Gender : Male

Nationality : Indian

Languages Known : Hindi, English

Marital Status : Unmarried

**Declaration:**

*I assure you that all the above information is the true to the best of my knowledge and belief, I also assure you that I will provide my best service to yours if you give me a chance to work with you.*

**Date:**

**Place: Ludhiana (Signature)**