



ABHISHEK KUMAR PANDEY

SS-II-1182 Sector- D1, LDA Colony, Kanpur Road, Lucknow Uttar Pradesh – 226012

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Summary

To work with the organization providing dynamically stimulating environment as well as offering opportunities and challenges to further develop my potential to optimum and contribute my best efforts in the Growth of Organization.

Skills

- Teaching
- Accounting
- Taxation
- Auditing
- Hindi & English Typing

Work Experience

Organization	Designation	Duration	Roles & Responsibility
Amity International School, Lucknow	Accounts Assistant	From 9 th July, 2018 to Present	<ul style="list-style-type: none">• Fee Receivable (Fee dues and Collection)• Vendor Payment• Bank Reconciliation on daily basis• Issuing TC & Tuition Fee Certificate• Making Payment of Caution Money• Distribution of X and XII Certificates• Preparing Student File• Ledger Reconciliation with fee software from financial software• Reporting to HO on Daily Basis
Marc India Limited, Lucknow	Accounts Executive	From 1 st March, 2017 to 30 June, 2018	<ul style="list-style-type: none">• Petty Cash• Bank Reconciliation• Collection of Payment• Vendor Payment
United Steel Industries, Lucknow	Accounts Executive	From 15 th March, 2013 to 28 th Feb, 2017	<ul style="list-style-type: none">• Accounting• Bank Reconciliation• Prepare Salary Sheet

- Sales and Purchase

Academic Background

Course	Institute /College	University/Board	Percentage	Year of Passing
B.ed	Rajat Degree College Lucknow	Lucknow University	66.89	2021
Master of Commerce	Kanpur University	Kanpur University	55.05%	2018
Bachelor of Commerce	Shri Jai Narayan PG College Lucknow	University of Lucknow	55%	2013
Intermediate	Sushila Public Inter College, Lucknow	UP Board	69.20%	2010
High School	Adarsh Bhartiya Vidyalaya, Lucknow	UP Board	54%	2008

Software Skills & Training

- Certificate in Computerized Accounting (**Tally ERP 9**) from National Institute of Computerized Accounting & Taxation, Lucknow – Conduct From **10.01.2011 to 09.09.2011**
- Course on Computer Concepts from National Institute of Electronics and Information Technology, Lucknow.

Personal Detail

- Father's Name - Shri. Mahesh Pandey
- Marital Status - Married
- Date of Birth - 01st July, 1993
- Gender - Male
- Nationality - Indian
- Language Known - Hindi & English
- Hobbies - Reading News Paper

Declaration

I do hereby declare that all the information provided above is true to the best of my knowledge and belief.

(Abhishek Kumar Pandey)