

Prashant Soni
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CAREER OBJECTIVE

To work in an Exciting & professional environment excellent growth prospect & take up innovating & challenging opportunities in the area of accounting and finance.

PROFILE SUMMARY

- Having knowledge of Management accounting, inventory, banking, taxation, banking, payroll and BR, BP (Bill receivable, bill payable) etc.
- Having good idea for managing GST calculations, invoice and payroll procedures, remote access, multi-user login, and transaction procedures for complete business solution software like Tally.

KNOWLEDGE PURVIEW

- Having basic knowledge of Microsoft office, word excel and power point.
- Good knowledge of Tally with modules of taxing banking finance.
- Capable of gathering / updating data to maintain accounting records and databases.

EDUCATION

- **CCC from NIELIT** (National Institute of Electronics & Information Technology) Allahabad, Uttar Pradesh in 2015.
- M.Com. from Allahabad University in 2020
- B.Com. from Allahabad University in 2018
- XII from CBSC board Allahabad in 2015
- X from CBSC board Allahabad in 2013

IT SKILLS

Operating System: Windows 7 and 10
Software Package: Tally ERP 9, Microsoft Office (Word, Excel, PowerPoint)

PERSONAL DETAILS

Date of Birth	-	05-July-1997
Fathers Name	-	Manoj Soni
Nationality	-	Indian
Marital Status	-	Single
Language Known	-	Hindi and English
Permanent Address	-	Anjahai , Rajapur District Chitrakoot U.P.

Date:

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