

AKASH P MESHRAM

[Email ID- akashmeshram068@gmail.com](mailto:akashmeshram068@gmail.com)

Contact No – 8999731467

OBJECTIVE

To be an aspiring, hardworking and dedicated professional who wants to meet the challenges posed in the industry and to contribute towards the growth of the organization along with self-motivation.

PROFESSIONAL OVERVIEW

- ❖ A Dynamic professional experience with **3 years +** of experience in Account Executive.

EMPLOYEMENT RECITAL

Confidence Petroleum India Ltd.
Account Executive

5 July 2023 – Till date

- Maintain day to day cylinder stock and also stock reconcile.
- Record Daily Financial Transaction including sales, purchase, receipts and payments.
- Process and manage account payable and Receivable activities.
- Reconcile bank statement and stock as well as Reporting on daily basic
- Ledger reconciliation
- 2 + Year Experience in ERP Lighthouse.
- GST + TDS Compile Working.
- Maintain debtor MIS Report on daily basic.
- Advanced Proficiency in Microsoft excel for ledger Reconcile & Credit Note
- Entered and Verified Expense & Payment transactions in the financial system for accurate and timely reimbursement.

Sell ads Outdoor Advertising Agency
Jr. Account Executive

8 Apr 2021 – 5 June 2023

- On daily basic DO & PO PROCESS
- Stock maintain on daily basic.
- Coordinate with customer for clear pending bill.
- On daily basic journal entry and voucher entry.

EDUCATION AND QUALIFICATION

- ❖ Management degree in Business Administration 2018 –
Finance and Marketing

2020

- ❖ Bachelor of commerce
Nagpur University.

Nagpur University
2014-2018

ADDITIONAL CERTIFICATION –

- ❖ MS-CIT (Maharashtra State Certificate Information Technology)
- ❖ Leadership diploma through NPTEL from IIT Kharagpur
- ❖ Typing English 30, 40.
- ❖ MS-Office

PERSONAL Details: -

- Date of Birth: 17/02/1997
- Languages Known: Marathi, English and Hindi
- Marital Status: unmarried
- Hobbies: Cricket & Bike Rider
- Address: 198, Vinoba Bhave Nagar Nagpur 440017

