PRAKASH KUMAR THAKUR

Account Executive

Email: hr@vittkushal.com | Mobile: +91 9811901293 | Address: Noida Sector 121, Gautam Buddha Nagar, Uttar Pradesh - 201301

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Account Executive with 1 year of professional experience in accounting operations, financial documentation, and client management. Strong working knowledge of Tally ERP, GST, TDS returns, ITR filing, MS Excel, and MS Office. Committed to accuracy, compliance, and maintaining reliable financial records.

PROFESSIONAL EXPERIENCE

Account Executive | Reputed Firm | 1 Year

- Handled day-to-day accounting operations and maintained accurate financial records.
- Prepared and maintained financial documentation with strong attention to detail.
- Supported client management and routine accounting-related activities.
- Applied knowledge of GST, TDS, and income-tax procedures in accounting work.

EDUCATIONAL QUALIFICATIONS

Qualification	Institution / Board	Year / Score
Bachelor of Commerce (B.Com)	Lalit Narayan Mithila University (LNMU), Darbhanga	2023 | 70%
Higher Secondary (Class 12th)	Bihar School Examination Board (BSEB)	62%
Secondary (Class 10th)	Central Board of Secondary Education (CBSE)	2017 | CGPA: 7.6

TECHNICAL SKILLS

- Tally ERP — Complete Proficiency
- GST Management and GST Return Procedures
- TDS Return Procedures
- Income Tax Return (ITR) Filing
- MS Excel — Data Analysis and Financial Work
- MS Word — Document Creation and Formatting
- MS PowerPoint — Presentation Development
- ChatGPT — AI-Assisted Task Management

CORE STRENGTHS

- Strong understanding of accounting principles and financial documentation
- Attention to detail and accuracy
- Analytical and problem-solving ability
- Knowledge of GST, TDS, and ITR processes
- Adaptable to modern digital tools and technology
- Effective communication in Hindi and English

LANGUAGES

Hindi — Native Proficiency
English — Professional Working Proficiency