

AMAR MISHRA

NEAR L.I.T COLLEGE, AMBAZARI CAMPUS ROAD, SANJAY NAGAR, NAGPUR-440010

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MOBILE NUMBER: -9527399375

OBJECTIVE

TO BE AN OUTSTANDING PROFESSIONAL THROUGH COMMITMENT AND TO WORK FOR AN ORGANIZATION WHICH PROVIDES ME WITH THE OPPORTUNITY TO IMPROVE MY SKILLS AND KNOWLEDGE TO GROW ALONG WITH THE ORGANIZATION OBJECTIVE.

PROFESSIONAL QUALIFICATION

CERTIFIED ACCOUNTING TECHNICIAN

CMA FOUNDATION CLEAR

CA INTER DROP-OUT

PERSUING LLB (TAXATION)-LAST-SEM

EDUCATIONAL QUALIFICATION

GS COLLEGE OF COMMERCE AND ECONOMICS, NAGPUR B.COM
|2019| RTMNU|

GS COLLEGE OF COMMERCE AND ECONOMICS, NAGPUR HSC
|2016| MH BOARD|

WALMIKI NAGAR HINDI HIGH SCHOOL, NAGPUR SSC |
2014| MH BOARD |

WORK EXPERIENCE

FOXX LIFE SCIENCES (SEP 2025 TO PRESENT)

(US-FINANCE EXECUTIVE)

ACCOUNTS PAYABLE RESPONSIBILITIES:

- PROCESS VENDOR INVOICES AND VERIFY ACCURACY.
- PREPARE PAYMENT VOUCHERS AND ENSURE TIMELY PAYMENTS.
- RECONCILE SUPPLIER STATEMENTS AND RESOLVE DISCREPANCIES.
- MAINTAIN RECORDS OF PURCHASES AND EXPENSES.
- HANDLE VENDOR QUERIES AND PAYMENT FOLLOW-UPS.
- ACCOUNTS RECEIVABLE RESPONSIBILITIES:
- GENERATE CUSTOMER INVOICES AND BILLING STATEMENTS.
- TRACK INCOMING PAYMENTS AND UPDATE RECORDS.
- FOLLOW UP ON OUTSTANDING PAYMENTS.
- RECONCILE CUSTOMER ACCOUNTS.
- ASSIST IN MONTH-END CLOSING ACTIVITIES.

ACCOUNTS RECEIVABLE (AR) DUTIES

- GENERATE CUSTOMER INVOICES.
- TRACK INCOMING PAYMENTS.
- FOLLOW UP ON OUTSTANDING BALANCES.
- RECONCILE CUSTOMER ACCOUNTS.
- MAINTAIN BILLING RECORDS.
- PREPARE ACCOUNTS RECEIVABLE REPORTS.
- SUPPORT MONTH-END CLOSING ACTIVITIES

SHAH CHARI & CO. CHARTERED ACCOUNTANT NAGPUR FEB 2020 TO AUG 2025

(PARTNERSHIP CA FIRM) (AS AN ARTICLE ASSISTANT & ACCOUNTANT)

- FINANCIAL STATEMENTS PREPARATION AND FINALIZATION, STATUTORY COMPLIANCES UNDER INCOME TAX, GOODS & SERVICES TAX, REPORT PREPARATION, TAX PLANNING AND PROVISION AND DIC SUBSIDY CLAIM PREPARATION.
- TAX AUDIT UNDER INCOME TAX
- COMPANY AUDIT
- GST AUDIT
- PREPARATION OF DIC SUBSIDY CLAIM:
- FILING OF INCOME TAX RETURN AND GOODS & SERVICE TAX RETURN.
- REGISTRATIONS UNDER INCOME TAX, TDS, GOODS & SERVICE TAX, PROFESSION TAX.
- PREPARATION OF APPLICATIONS FOR GST (GOODS & SERVICE TAX) AND INCOME TAX.
- PREPARATION FOR SCRUTINY ASSESSMENT.
- ACCOUNTING
- GSTR 1 & 3 RETURN FILING
- TDS RETURN FILING

COMPETENCIES

- KNOWLEDGE OF ACCOUNTING PRINCIPLES.
- ATTENTION TO DETAIL AND ACCURACY.
- BASIC TAXATION KNOWLEDGE (GST, TDS IF IN INDIA).
- PROFICIENCY IN ACCOUNTING SOFTWARE (TALLY, SAP, QUICKBOOKS, ETC.).
- MS EXCEL SKILLS.
- COMMUNICATION AND FOLLOW-UP SKILLS.
- TIME MANAGEMENT.

CERTIFICATES

- TALLY-ERP 9
- TALLY PRIME
- CERTIFICATE IN ACCOUNTING TECHNICIAN
- DIPLOMA IN COMPUTER EDUCATION
- NSS NATIONAL LEVEL CERTIFICATE
- COMPLETED IIT-TRAINING IN INDIAN INSTITUTE OF CHARTERED OF INDIA (ICAI)
- DYNAMICS 365 BUSINESS CENTRAL
- COMPLETED ORIENTATION TRAINING IN INDIAN INSTITUTE OF CHARTERED OF INDIA (ICAI)

ABOUT ME

- WILLINGNESS AND QUEST FOR LEARNING COUPLED WITH STRONG ANALYTICAL AND LOGICAL SKILLS AND ADAPTABILITY TO WORK IN A CHALLENGING ENVIRONMENT.
- ALWAYS KEEN TO IMPROVE PERFORMANCE
- GOOD COMMUNICATION SKILLS
- DECISION MAKING ABILITY
- QUICK LEARNER

OTHER PERSONAL INTEREST

- PLAYING CHESS (PLAYED COLLEGE LEVEL)
- PLAYING CRICKET
- BADMINTON (PLAYED COLLEGE LEVEL)

PERSONAL DETAILS

- DATE OF BIRTH : 17/06/1999
- FATHER'S NAME : (LATE) KAMLESH MISHRA
- NATIONALITY : INDIAN
- GENDER : MALE
- MARITAL STATUS : SINGLE
- LANGUAGES : ENGLISH, HINDI, MARATHI