

Carrier Objective

To Pursue a Challenging & Growth Oriented career and enhance Academic and Professional skills to contribute in the value addition of the Organization.

Highlights

- ✓ Experiences in different areas like **Auditing, Accountancy & Taxation** during Training under CA Firm and currently working in the same field.
- ✓ Good working knowledge of **MS Office, Tally prime & Hi-Rise**

Academic Qualifications

Qualifications	Name of the Institute	Board/University	Passing Year	Percentage (%)
B.COM (Hons.)	R. K. College, Madhubani	L.N.M.U (Darbhanga), Bihar	2017	67.38
12 TH	R. K. College, Madhubani	B.S.E.B (Patna), Bihar	2014	65.20
10 TH	J. H. School, Belhwar	B.S.E.B (Patna), Bihar	2012	73.80

Professional Experience

1. Working Experience:

- Worked as a paid assistant at R Niwas Agrawal & Co. from April 2018 to Dec 2019.
- Worked as an Accountant at Maharani Automobiles Pvt. Ltd. Madhubani (Bihar) from Jan-2020 to May-2022.
- Currently working as an Accountant at Glo Seair Cargo Pvt Ltd. New Delhi from June-2022.

Assignments Handled during Employment

- Auditing Bank
- Prepared the financial statements.
- Books writing for various entities.
- Prepared Bank Reconciliation Statement.
- Prepared GST Returns (GSTR-1, GSTR-3B)
- Vendor Reconciliation.
- Handling Cash/Petty Cash

Other Certifications

Name of the Training	Institute/Board	Year
DCA (Computer Course)	DKI, Madhubani	2017

Skills

- Communication
- Punctual
- Self-Motivated
- Teamwork

Languages Known

- Hindi
- English
- Maithili

Personal Details

Father's Name : Mohan Mishra
 Date of Birth : 26-10-1996
 Gender : Male
 Nationality : Indian
 Marital Status : Unmarried

Declaration

I, RAKESH KUMAR MISHRA, hereby declares that the information contained herein is true and correct to the best of my knowledge and belief.

Rakesh Kumar Mishra

Place : New Delhi

Date :