

# Keshav Kumar Srivastava

## Accountant

+91 6386500591

Jallalipatti, Naibasti Bhullanpur P.A.C. Varanasi

itskeshav989@gmail.com

## Work Experience

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### Santushti Hospital Pvt. Ltd. - Jr. Accountant

October 2021 – Current

Sunderpur, Varanasi

- Posting journal entries, preparing financial statements, and maintaining accounts, receivables, or payable.
- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects.

## Education

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- **Swami Sradhanand Saraswati Intermediate College – Intermediate**  
**May 2020 - April 2021** **Varanasi U.P.**
- **Advance Diploma in Computer Applications Course (ADCA)**  
**May 2021 – October 2021** **Varanasi U.P.**

## Skills

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- Proven experience as a junior accountant.
- Excellent organizing abilities.
- Great attention to detail.
- Excel
- Auditing
- Tally ERP 9
- Expense reporting
- MS Office