

BHARTI PRAJAPATI

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PROFESSIONAL SUMMARY

To work in a professional environment which provides a platform to improve and sharpen my skills in the field of Accounting and Compliance.

CERTIFICATES AND ACHIEVEMENTS

- Certificate of participation in Integrated course of Information Technology and Soft Skills-Orientation Course (Held by ICAI).
- Workshop on Zoho Finance Software Suite.
- Introduction to Data Analysis using Microsoft.

TECHNICAL SKILLS

Primary Skills	Microsoft Excel, Word, Powerpoint
Software Used	Zoho Books, Tally ERP, ERP Impact

ACADEMIC CREDENTIAL

- Bachelor Of Commerce from Ghanshyamdas Saraf College of Arts and Commerce. (Mumbai University- 2021.)
- Higher Secondary Certificate from Royal College of Arts, Science and Commerce. (Maharashtra State Board - 2019.)
- Secondary School Certificate from St. Paul's High School. (Maharashtra State Board - 2016)

WORK EXPERIENCE

AKMK & Associates (Chartered Accountants Firm) December 2022- December 2023

Designation: Article Assistance

- Executed multiple Zoho migration Projects for clients across various industries.
- Implemented data cleansing strategies to enhance data quality and optimize the performance Zoho applications post-migration.
- Participated in inventory audits and verified the accuracy of stock records.
- Assisted in GST compliance and reconciliation procedures, IT filings.

Under The Mango Tree Society (Non-Profit Organization) January 2024 – March 2024

Designation: Account Executive

- Payroll Management of employees and other staff personnel and booking entries for payroll as per Donor allocation in ERP Impact Software
- Preparing outstanding list and staff & vendor ledgers.
- Preparation of Quarterly and Monthly Fund Utilization Reports.
- Preparation of RTGS Statements for payments, advance and reimbursements.

I hereby Declare that all the above information above is true of my knowledge.