

SAGAR PRAJAPATI

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Career Objective

To build up bright career where I can apply my accounting knowledge as well as skills and be a part of reputed organization which provides career growth along with job satisfaction and challenges, so my skill is effectively utilized to improve operation and contribution in organization. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Experience

1. Sr. Accounts Executive at Gennext Insurance Broker Private Limited From Oct'23 to present.
2. Account Officer at Addfox Multimedia from Jul'23 to Sep'23.
3. Sr. Accounts Executive at iAND Insurance Broker Private Limited (IRSS Group) From Nov'21 to present.
4. Account Executive at IRSS Care Private Limited (IRSS Group) from Jan'18 to Oct'21.
5. Assistant Accountant at IRSS Enterprises (IRSS Group) from Dec'14 to Dec'17.

Responsibilities

1. Consolidation of MIS financials for entire group (Pvt Ltd, Partnership firm, HUF, Individuals) on monthly basis (Group consist of more than 25 entities).
2. Helps to prepare various Audit data.
3. Publish financial statements to management on time.
4. Comparative analysis of monthly trends for revenue/expense items.
5. Voucher auditing for taxation purposes.
6. TDS data extraction, matching with sales (26AS) & co-ordination with parties if any discrepancy.
7. Compute taxes, payments & prepare tax returns data (TDS, GST).
8. PF/ESIC/PT/Municipal tax payment & entries in books & also maintain monthly challan.
9. Helps with Annual closing.
10. Ledger scrutiny of all group.
11. Reconciliations of salary payable with payment dump monthly of all group.
12. Reconciliations of POSP payable with payment dump Monthly of all group.
13. Summary of fund used in various type of expenses of all group.
14. Helps to solve the internal audit queries.
15. Reconcile accounts payable & receivable.
16. Filling of all voucher/documents in proper manner.
17. Trail balance extraction & compilation of all group.
18. Depreciation calculation & accounting.
19. Day to day accounting (Journal, Sales, Purchase, Payments, Receipts).
20. Banking (Payment to vendors/Bills).
21. Service Tax calculations, payments, entry & maintain data for return filling.
22. Petty cash book handling.
23. Commission statement provides to agents.
24. Solving the discrepancy of agents (Tax, Commission).
25. Sales invoice Preparation & Follow-up for Payments.

Educational Qualifications

Examination	Year	Board	Institute
M.Com	2014	Gujarat University	City C.U. Shah Commerce College
BBA	2012	Hemchandracharya North Gujarat University	Sheth Shree K.J. Patel BBA College
12 th	2009	GHSEB	Bhavna Higher Secondary School

Skills

- Detailed Knowledge of MS Excel and MS Word
- Detailed knowledge of Tally Prime
- Self-motivation
- Time Management
- Work Ethics
- Multi-Tasking

Your's Faithfully

Sagar Prajapati