

PRATIK KISHORBHAI JOSHI

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9-A, Vishwanagar Society, Jiverajpark, Ahmedabad- 380051.

OBJECTIVE

Want to be associated with an organisation where I can achieve my goal of highest professional attainment in the field of Accounts & Finance and thereby aiming for synergic benefits to the organisation.

PROFILE SUMMARY

- A focused professional with a successful experience in the field of Accounts and Finance.
- Currently associated with Rajesh Power Services Pvt Ltd - Ahmedabad as an Accountant.
- Proficiency in accounting of Trading and Manufacturing units.
- Good insight in Income tax, TDS-TCS related legal procedures with filing of returns.
- Good insight in GST tax procedure.
- Execution and verification of accounts.
- Excellent communication, planning, motivational and people management skills.
- Financial auditors perform some or all of the following duties:

Examine and analyze journal and ledger entries, bank statements, inventories, expenditures, tax returns and other accounting and financial records, documents and systems of individuals, departments within organizations, businesses or other establishments to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls
Prepare detailed reports on audit findings and make recommendations to improve individual or establishment's accounting and management practices

Conduct field audits of businesses to ensure compliance with provisions of the Income Tax Act, Canadian Business Corporations Act or other statutory requirements

May supervise other auditors or professionals in charge of accounting within client's establishment.

- Accountants perform some or all of the following duties:

Plan, set up and administer accounting systems and prepare financial information for individuals, departments within organizations, businesses and other establishments

Examine accounting records and prepare financial statements and reports

Develop and maintain cost finding, reporting and internal control procedures

Examine financial accounts and records and prepare income tax returns from accounting records

Analyze financial statements and reports and provide financial, business and tax advice

May act as a trustee in bankruptcy proceedings

May supervise and train articling students, other accountants or administrative technicians.

WORK EXPERIENCE

Rajesh Power Services Pvt Ltd
Engineering and contacting companies

(Sep'20 – Present)

Designation: Accountant

Key deliverables:

- Execution & Verification of routing accounting transactions.
- Handling of Entire Banking Transaction of Company including bank reconciliation and payments-NEFT, RTGS, ECS, and E-Payment.
- Preparation of Daily Statement of Receivables and payables
- Preparation of Monthly stock statement -Debtors Ageing, Stock Ageing and Sales Report for banks and Auditor.
- Monthly verification of all Vendors and C&F's Stockiest ledger accounts.
- Monthly Calculation of TDS (Section Wise), GST of the Company.
- Ledger Scrutiny and Finalization of Account.

Inizia Healthcare Pvt Ltd, Ahmedabad
Trading-Marketing of Pharmaceutical Product

(Oct'16 – Aug'20)

Designation: Accountant

Key deliverables:

- Execution & Verification of routing accounting transactions.
- Handling of Entire Banking Transaction of Company including bank reconciliation and payments-NEFT, RTGS, ECS, and E-Payment.
- Preparation of Daily Statement of Receivables and payables
- Preparation of Monthly stock statement -Debtors Ageing, Stock Ageing and Sales Report for banks and Auditor.
- Monthly verification of all Vendors and C&F's Stockiest ledger accounts.
- Monthly Calculation of TDS (Section Wise), VAT of the Company.
- Ledger Scrutiny and Finalization of Account.
- Calculation of C & F's Commission, Interest, Stock, Sales Tax and Collection statement.

Aprica pharmaceutical Pvt Ltd, Ahmedabad**(Oct'11 – Sep'16)**

Trading-Marketing of Pharmaceutical Product - Cardiac and diabetic

Designation: Accountant**Vishal Enterprise. Ahmedabad****(Feb'-05 – Sep'-11)**

Pharmaceuticals Raw material trading co.

Designation: Accountant**EDUCATION**→ **B.Com** from Sahjanand College - Gujarat University, Ahmedabad in 2004 with 58.38%.**COMPUTER SKILLS**

Tools: MS Office
Account tools: Tally ERP Version

PERSONAL DETAILS

Date of Birth: 30th August, 1984
Languages Known: English, Hindi, and Gujarati.