

Curriculum Vitae

JONI PRAJAPATI

**12, Shital Chhaya Society,
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Odhav,
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OBJECTIVES:

Intend to build a remarkable career in a challenging and creative environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. I am willing to play a pivotal role in the enrichment of organization.

ACADEMIC QUALIFICATION:

Bachelor of commerce (Eng.Med.):

University : Gujarat University (B++ Accredited)

College/ Institute : National College of commerce, Navrangpura, Ahmedabad.

Qualification	Percentage
F.Y.B. Com	51.00
S.Y.B.Com	54.00
T.Y.B.Com	58.00
M.B.A	58.00

HSC : 80.17%
(Arbuda Sanskar Vidhiyalaya, Rajendrpark, Odhav Ahmedabad)
Gujarat Board

SSC : 67.57%
(Arbuda Sanskar Vidhiyalaya, Rajendrpark, Odhav Ahmedabad)
Central Board Secondary education

TECHNICAL SKILLS:

Operating Systems	MS-DOS WINDOWS98/ 2000/XP
Other	MS- OFFICE, TALLY 7.2,8.1,9.0

PERSONAL DETAILS:

Father Name : Karsanbhai V. Prajapati
Date of Birth : 10th April, 1988
Gender : Male
Languages known : English, Hindi, Gujarati.
Age : 33years
Nationality : Indian

TRAINING:

- Undertaken Vocational training at M.B. Brothers as an accountant.

EXPERINCES:

- I had worked as an Account Assistant in PSP PROJECT Pvt. Ltd.
- I had worked as an Accountant in Aarohi Motors Pvt. Ltd.(Eicher Dealership)
- I had worked as an Accountant in **Gallops Motors Pvt. Ltd.(Chevrolet, Hyundai, Mahindra, Bajaj & KTM Dealership)**
- I have been working as a Senior Accountant In Gallops Automotive Pvt. Ltd. **(Hyundai Dealership 3S Facility)**
- I Having an Accounts Experience of **Nine Year.**

Job Responsibility:

- Handling Cash Credit Account and All Type of Banking Activity.
- Reconciliation of Bank and accounts.
- Stock Statement; inventory Funding Account & Trade Advance Account etc.
- Make TCS Report Calculation, TCS Return File & **GST** Work.
- All Branches Accounting work & Branch Reconciliation.
- Make Sundry Creditors & Sundry Debtors report.
- Make Consignment Report & Check Limit Report of Inventory Funding Accounts, Online Billing of Vehicles.
- New car delivery Ledger recon & workshop Interdealer accounts recon.
- New car physical stock, accessories stock & spare parts stock audit.
- Online Vehicle Billing Payment from Inventory Funding Account & Other Accounts.
- All Routine Work. (RTGS, NEFT, Internal Bank transfer)
- E-invoice matched with reports of GST.
- All accounting work related to workshop.
- All Accounting Work till Finalization.

DECLARATION:

- I hereby declare that the above mentioned information is true to the best of my knowledge.

JONI PRAJAPATI

Place: AHMEDABAD.

