

Kiran Prajapati

Sr. Accountant

C-402, Real Aura, Nr. AMC Centre,
Chandkheda, Ahmedabad – 382 424.
Mo. No. : +91 7802805332
Email – Id: krutikapra@gmail.com

1. Career Objective:

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results. An ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. Kiran is competent in the use of Microsoft Excel, willing to undertake further training and development and possess a real desire to launch her accounting career. She is capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employer's business performance

2. Career Summary:

- A detail oriented with excellent knowledge of accounts possesses rich experience of 5 years of experience in financial planning and analysis.
 - Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of Organization.
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3. Key responsibilities handled:

- Ability to prepare and check ledger balances and other monthly and yearly accounts.
 - Monitoring company expenses.
 - Knowledge of using the latest software accounting systems.
 - Business administration.
 - Commercial correspondence.
 - Database administration.
 - Awareness of related legal issues.
 - Project planning / decision-making.
 - Organisational development.
 - Monthly management accounts.
 - Preparing and analysing accounting records and financial statements reports
 - Compute taxes owed and preparation of GST returns, TDS Return, ensuring compliance with payment, reporting and other tax requirements. (VAT)
 - Studying the reports given by auditors and CA and submitting it to the Management
 - Assigning entries to proper accounts
 - Preparing periodic reports like CMA data report Etc.
 - Handling ledger accounts and keeping the check for any invoices or payments
 - To check the Income Tax Scrutiny
 - Serve as business valuers
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4. Professional Experience:

1) Arihant Exports - Trading and Export in Readymade Clothes.

Kalupur, Ahmedabad.

As an Accountant with Experience of 2 years

Job Profile

- Day to Day Entry
- Bank Reconciliation
- Collection from Customers
- Export documents & Accounting of it
- To assist C.A. for Finalization

2) Anupam Bearings C/O A Ritus & Company – Agency of Bearings and Trading in Bearings.

Income Tax, Ahmedabad.

As an Accountant with 1 year experience

Job Profile

- Day to Day entries of sale-purchase, expenses or other
- Check the payments to suppliers & collection of customers
- Preparation of TDS Return, VAT/CST Returns, Income Tax Returns
- To Finalize the all Books of Accounts

3) Bishnoi Trading Corporation C/O Bishnoi Agro India Pvt. Ltd.

Trading & Import – Export of All Agriculture Products.

Sabarmati, Ahmedabad.

Working as an Accountant since 2012 to till date

Job Profile

- Day to Day entries of Sale –Purchase, Expenses Etc.
- Finalization of an accounts of PVT. LTD. Co., Firm, Personal Accounts
- Day to Day Collection from customers & Payments to Suppliers
- Bank Reconciliation
- Preparation of TDS, VAT/CST, GST, Income Tax Returns

5. Computer Skills:

Tally ERP 9, MS Office, Accounting Software, Internet Surfing

6. Education – Qualification:

<u>Sr. No.</u>	<u>Course</u>	<u>University/Board</u>	<u>Result</u>
1	S.S.C.	Gujarat Board	58%
2	H.S.C.	Gujarat Board	83.64%
3	B.Com	Gujarat University, Ahmedabad	55% (Eng. Medium)
4	M.Com	Gujarat University, Ahmedabad	52% (Eng. Medium)
5	C.A. (CPT)	ICAI, Ahmedabad	50% (100/200)
6	C.A. (IPCC Running)	ICAI, Ahmedabad	

7. Personal Bio data:

- 1) Name : Kiran N. Jethwa
 - 2) Gender : Female
 - 3) Language Known : English, Gujarati, Hindi
 - 4) Hobbies : Listing Music, Reading New Amendments,
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