

## Ajay V. Prajapati

53/1, Anjana Park Society,  
Nr. Kameshwar Park Society,  
Opp. BAPS Temple,  
Hirawadi, Ahmedabad - 45  
Mob. No: +91-8460035724  
[prajapati\\_ajay123@yahoo.com](mailto:prajapati_ajay123@yahoo.com)

---

### Carrier Objectives

- ❖ Seeking a position of accountant in your organization to utilize my educational qualification, bookkeeping, and analytical skills for mutual growth and success.
- 

### Educational Qualification

Degree	Board/University	Passing Year
M.B.A.	ICFAI University	2022
M.Com	Gujarat University, Ahmedabad	2017
B.Com	Gujarat University, Ahmedabad	2014
H.S.C.	G.H.S.E.B. Gandhinagar	2011
S.S.C.	G.S.E.B. Gandhinagar	2009

---

### Work Experience

- Total Work Experience 11+ years
- Experience In Accounts 6 years
- Experience In Retail 4.5 years
- ✓ **Lendingkart Finance Ltd:** Joined as Accounts Executive From 4<sup>th</sup> May, 2022
- ✓ **Emcer Tiles Pvt. Ltd:** Joined As Executive Accounts In Head Office From October, 2019 to 31<sup>st</sup> December, 2021 (2years 2months)
- ✓ **Unicorn Infosolutions Pvt. Ltd.:** Joined As Executive Accounts in Retail Department. From April,2016 to October,2019 (3years 6months)
- ✓ **Reliance Market:** Joined As Cashier in Check out Dept. at Reliance Market From June,2014 to March,2016 (1year 9months)
- ✓ **Shree Ganesh Engineers:** March, 2013 to May, 2014 Year Experience as Office assistant. (1year 3months)
- ✓ **Shubham Garments:** August 2011 to March 2013 Experience as Sales Executive at ShubhamGarments, Bapunagar (1year 8months)

## **Job Profile**

### **❖ Lendingkart Finance Ltd : Accounts Executive**

At here I'm working as Accounts Executive in Finance Team. I do have below work profile:

- Accounts Receivables
- Accounts Payables
- Accrual Income & Accrual Expenses
- Repayment re-scheduling & Loan Management
- Escrow Accounts handling
- Banking (Reconciliation)
- Petty Cash & Admin Expenses
- Vendor Management & Negotiation
- Daily Collection Report
- Co-ordinate with Partners & Co-Lenders.
- Various Weekly and Monthly Reports (i.e. DPD, FLDG, Int. Income, Service Income etc.)

At here I'm working on Ms Excel, LMS & Tally 9 with windows os.

### **❖ Emcer Tiles Pvt. Ltd: Accounts Executive**

At here I'm working as H.O. Accounts Executive. I do have below work profile:

- Daily Receivable & Outstanding Collection
- Vendors Management, Payables & Payments
- Banking (Receipt, Payments, Contra Entry & Reconciliation)
- Journal Entry
- Petty Cash
- Sales Invoice, Credit Note & Debit Note
- E-Invoicing, GST, E-Way Bill & TDS
- Dispatch
- Ledger maintain
- Various MIS Reports (i.e. Daily Collection Report, Weekly Collection Report, Payment falling due report etc.)
- Other company secretarial work.

At here I'm working on ERP software with windows os.

### **❖ Unicorn Infosolutions Pvt. Ltd.: Executive Accounts**

Below is my worked profile:

- Billing
- Banking (Cash Handling, Receipts, Payments, Contra Entry & Reconciliation)
- Petty Cash
- Stock Management (Purchase Inward, Stock outward & Distribution)
- Warehouse Management
- Payable & Receivables
- Voucher Entries
- Daily Sales & Collection Report
- GST & E-Way bill
- Various Reports (i.e. Weekly Business Partner Report, Monthly Sales Analysis Report, SKU's Movement Report, Performance Report)
- Store Operation

At here I was worked on mac os, so I have knowledge of mac os as well as windows os. Here I had been daily reporting to My Store Manager.

❖ **Reliance Market: Sr. Cashier**

I have worked as to supervise all the process related to Check outs, knowledge of all process regarding Check outs, Sales return and credit note generating, Customer service Desk Handling and also been making MIS report for my Checkout Manager. At here I was worked on Retalix, R-POS and SAP system. Here I had been daily reporting to my department manager.

❖ **Shree Ganesh Engineers: Office assistant**

I have worked as to manage client's data, Payments, Receipts and Banking over here, also visiting Amdavad Corporation office on behalf of our client and I did had been arrange documents as per requirement.

❖ **Shubham Garments: Sales Executive –**

In this organization I had been attending walk-in customer and selling garments in Man's department.

---

### **Academic Achievements**

- ❖ Completed DMOA & FA Program
  - This Program includes: Basic Computer, MS Office, Tally ERP9, Web Surfing, Mail Communication, Personality Development, Basic English.
- ❖ Postgraduate Diploma in Finance from ICFAI University Tripura
- ❖ Certificate in Business Basics from ICFAI University Tripura
- ❖ Diploma in Management from ICFAI University Tripura
- ❖ **Special GST Certificate Course** from S.D. School of Commerce, Guj. Uni.
- ❖ GCSRA National Conclave-2017
- ❖ GST Seminar at Gujarat University
- ❖ Import Export Seminar At AMA, Ahmedabad
- ❖ Sankrit Bharti Gyan Patiksha.
- ❖ Empower from Kubernagar ITI
- ❖ IIHT Basic networking event.

---

### **Interest**

- ✓ Listening Music,
- ✓ Travelling,
- ✓ Cooking,
- ✓ Writing article and Reading.
- ✓ Personal Interest for Net Research, Social Media and Excel Work.
- ✓ Participating in all various Training seminars and Events.

---

### **Personal Traits:**

- ✓ Honesty,
- ✓ Sincerity,
- ✓ Time Punctuality

---

### **Key Skills**

- ✓ Very Good Command on Advance Excel
  - ✓ Critical and Problem Solving Skill
  - ✓ Flexibles for all kind of works
  - ✓ Creativity
  - ✓ Responsibility & Ownership
  - ✓ Self-Starter, Keen Learner
  - ✓ Good Team Member as well as capability to handle the Team ( Leadership Quality)
  - ✓ 100 % Dedication and honesty to the company.
  - ✓ Friendly and co-operative nature.
  - ✓ Full Enthusiasms.
- 

### **Personal Information**

Date OF Birth	: 1 <sup>st</sup> October,1993
Height	: 6.1”inch
Marital Status	: Unmarried
Gender	: Male
Religion / Cast	: Hindu
Nationality	: Indian
Languages Known	: Gujarati, Hindi and English
Vaccine Status	: Fully Vaccinated (Certificate Available if require)
Permanent Address	: 49, Vrundavan Park Ramosana Road, Mehsana – 384002

---

### **Reference:**

Reference will be provided according requirement

---

### **Declaration:**

I hereby declare that all the information stated above is true to best of my knowledge and belief. I take the responsibility of any mistakes in data if occur in future.

**Date:**    /    / 2022

**Yours Faithfully**

**Ajay V. Prajapati**