

# **CURRICULUM VITAE**

UMANG PRAJAPATI  
PHONE :- 7600214666

D – 104,Divit Hills,Opp.Ved – Vihar Bungalow,  
B/h. Uday Green Party,Nava Naroda,  
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## **PROFESSIONAL OBJECTIVE :-**

To obtain a responsible position in a progressive organization where my knowledge and skills would have valuable application.

## **WORK EXPERIENCE :-**

### **1. Brinza Consultancy**

**Designation: Accountant**

**Duration: Jan.2016 to April 2019**

**Profile:**

- Handling Various Party Accounts
- Maintaining Cash Book & Stock
- Making entries in Tally ERP 9 and keeping the books of A/c's Of various clients up to Date.
- Preparing All Accounting voucher
- Maintain bank reconciliation Statement and Reconciliation Of Debtors & Creditors

### **2. Navkar Consultancy Service India**

**(Chartered Accountant Firm)**

**Designation: Sr.Accountant**

**&**

### **NAB & Co. (Chartered Accountant)**

**Duration : June 2019 to At Present**

**Profile:**

- Monthly Follow Up Of Debtors & Creditors
- Routine Accounting Works
- Handling work related GST
- Computation of GSTR 3B Report on Monthly Basis.

- Monthly Follow Up Of Debtors & Creditors
- Account Finalization Monthly.
- Monthly GSTR 1 & GSTR 3B Report Preparation of Various Claint & Return Filed.
- Handling work related TDS.

### **Education Background**

- 10<sup>th</sup> Passed from GSHEB With First Class
- 12<sup>th</sup> Passed (Commerce) from GSHEB With First Class
- B.Com Passed From Gujarat University With Second Class
- M.Com Passed From Gujarat University With Second Class

### **Computer & Work Knowledge**

- MS Office
- Good Knowledge Of Tally ERP 9,Tally Prime,Knowledge Of TDS
- Knowledge Of GST.

### **Personal Detail**

Date of Birth	:	16th Sept 1995
Father's Name	:	Shri. Niranjanbhai Prajapati
Hobby	:	Reading,Playing Cricket
Marital Status	:	Married
Language	:	English , Hindi ,Gujarati

The above furnished information is true to the best of my knowledge and belief.

Yours Faithfully

(Umang Prajapati)